

***College of  
The Albemarle***  
**1995-1997 Catalog**



## **WHAT ARE STUDENTS**

STUDENTS are the most important people in our college.

STUDENTS are not an interruption of our work — they are the purpose of it.

STUDENTS are a necessary part of our business — they are not outsiders.

STUDENTS are not cold statistics — they are flesh-and-blood human beings, with feelings and emotions like yours and mine.

STUDENTS are people who bring us their needs — it is our privilege to fill those needs.

STUDENTS are deserving of our most courteous and attentive treatment.

STUDENTS are full partners in our effort to cultivate wisdom through knowledge.

STUDENTS are the life blood of this and every college.

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# **COLLEGE OF THE ALBEMARLE**

## **1995-1997 Catalog**

College of The Albemarle is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Credits earned at College of The Albemarle in curricula leading to the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, and some of those leading to the Associate in Applied Science degree and the Associate in General Education degree are transferable to senior colleges and universities for a higher degree.

### **Elizabeth City Campus**

College of The Albemarle  
P. O. Box 2327  
Elizabeth City, North Carolina  
27906-2327  
Telephone: (919) 335-0821  
Telefax: (919) 335-2011

### **Dare County Campus**

College of The Albemarle  
Dare County Campus  
P. O. Box 2029  
Manteo, North Carolina 27954  
Telephone: (919) 473-2264  
(919) 473-3593  
Telefax: (919) 473-5497

### **Chowan County Center**

College of The Albemarle  
Chowan County Center  
P. O. Box 145  
Edenton, North Carolina 27932  
Telephone: (919) 482-7900  
Telefax: (919) 482-7999

## MESSAGE FROM THE PRESIDENT

Dear Student:

A hearty welcome to College of The Albemarle! The faculty and staff of the college join me in warmly greeting you.

You will find that COA is an unusually friendly and helpful place which provides you educational opportunities at whatever level you may need. In addition, everyone at the college is committed to helping you to meet your educational needs. If you want to learn, we will help you to make it happen.

At COA, our top priority is enabling you to succeed in acquiring the knowledge and skills for a better job and a better life!

This catalog is a great way for you to get acquainted with the many programs offered by the college. If it does not answer your questions fully, then I urge you to visit our Admissions Office so that we can discuss your questions and help you to get started meeting your educational goals.

We truly hope that the COA family may play a part in your educational success. Come join us.

Sincerely,

A handwritten signature in black ink that reads "Larry R. Donnithorne". The signature is written in a cursive, flowing style.

Larry R. Donnithorne  
President

## FOREWORD

### PURPOSE OF THE COLLEGE

The purpose of College of The Albemarle is to provide accessible education and training for better jobs and better lives in northeastern North Carolina.

#### Mission Statement

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to improved lives and well being by providing

- education and training for the adult work force, including literacy education, occupational, and pre-baccalaureate programs;
- support for economic development through services to business and industry;
- services to communities and individuals which improve the quality of life; and
- an environment which promotes job satisfaction and career development for faculty and staff.

### Educational Agenda

College of The Albemarle has identified the following goals on which to focus for the next biennium:

- to enhance the quality and accessibility of instruction;
- to emphasize job training and retraining;
- to incorporate new technology;
- to enhance literacy education;
- to augment instructional program offerings, particularly in allied health and paraprofessions;
- to enhance programs and services at Dare County Campus and Chowan County Center; and
- to strengthen cooperative relationships with schools, colleges, and businesses.

### Statement of Our Values

*We respect the students, clients, and fellow employees whom we serve.* We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

*We respect our relationships with one another.* We work with one another on the basis of trust, giving trust to others and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

*We respect the educational process which we provide.* We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

*We respect the community which we serve.* We value participation in and service to the community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

### EQUAL OPPORTUNITY INSTITUTION

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, gender, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

### PUBLICATION INFORMATION

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required. This catalog should not be considered a contract between College of The Albemarle and any prospective student.

Unless otherwise indicated in a college publication, this catalog becomes effective September 1995 and remains in effect through August 1997.

## HOW TO USE THE CATALOG

The College of The Albemarle Catalog contains information of interest to prospective students and serves as a reference manual for current students, faculty, staff, and others. The catalog provides descriptions of the college's programs of study and course offerings as well as information about academic regulations and student rights and responsibilities. Additional information is also included about almost every facet of the college.

If you are considering attending College of The Albemarle, you will find this catalog has been designed for your easy use. The opening sections contain information

about the college's accreditation and purpose. The academic calendar, which students refer to often, is near the front for handy reference. Admission information is the first major section in the catalog and is followed by program and course descriptions. A College Directory is included at the back of the catalog for details about the college's history, locations, faculty, staff, and trustees. A Glossary of Terms ends the section with definitions of terms commonly used at College of The Albemarle.

The following is a guide to the information included in this catalog:

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## ACADEMIC CALENDAR 1995-97

### FALL QUARTER 1995

August 7-10	Monday-Thursday. Registration.
August 31	Thursday. Freshman and transfer student orientation.
September 5	Tuesday. Faculty Professional Development Day.
September 6	Wednesday. First day of classes.
September 12	Tuesday. Last day to register or add classes.
September 20	Wednesday. End of refund period.
October 10	Tuesday. Last day to withdraw without grade penalty.
October 30- November 3	Preregistration—See advisor for schedule.
November 7-10	Tuesday-Friday. Registration for winter quarter.
November 14	Tuesday. Last day of classes.
November 15-21	Wednesday-Tuesday. Exam week.
November 21	Wednesday. Fall quarter ends.

### WINTER QUARTER 1995-1996

November 7-10	Tuesday-Friday. Registration.
November 28	Tuesday. Freshman and transfer student orientation. Faculty Professional Development Day.
November 29	Wednesday. First day of classes.
December 5	Wednesday. Last day to register or add classes.
December 13	Wednesday. End of refund period.
December 20- January 1	Holiday Break. No classes.
January 2	Tuesday. Classes resume.
January 15	Monday. Holiday (Martin Luther King, Jr. Day).
January 16	Tuesday. Last day to withdraw without grade penalty.
February 5-9	Preregistration—See advisor for schedule.
February 13-16	Tuesday-Friday. Registration for spring quarter.
February 20	Tuesday. Last day of classes.
February 21-27	Wednesday-Tuesday. Exam week.
February 27	Tuesday. Winter quarter ends.

### SPRING QUARTER 1996

February 13-16	Tuesday-Friday. Registration.
February 27	Tuesday. Faculty Professional Development Day (P.M. Activity).
February 29	Thursday. Freshman and transfer student orientation.
March 4	Monday. First day of classes.
March 8	Friday. Last day to register or add classes.
March 18	Monday. End of refund period.
April 5	Friday. Last day to withdraw without grade penalty.
April 8-12	Spring Break. No classes.
May 6-10	Monday-Friday. Preregistration—See advisor for schedule.
May 16-17	Thursday-Friday. Registration for all summer classes.
May 17	Friday. Last day of classes.
May 20-24	Monday-Friday. Exam week.
May 24	Friday. Spring quarter ends.
May 28	Tuesday. Commencement.

### SUMMER QUARTER 1996

May 16-17	Thursday-Friday. Registration.
May 29	Friday. Freshman and transfer student orientation.
May 30	Thursday. First day of classes.
June 5	Wednesday. Last day to register or add classes.
June 13	Thursday. End of refund period.
July 3	Wednesday. Last day to withdraw without grade penalty.
July 4	Thursday. Holiday (Independence).
July 22-25	Monday-Thursday. Preregistration—See advisor for schedule.
July 29-August 1	Monday-Thursday. Registration for fall quarter.
August 8	Thursday. Last day of classes.
August 12-15	Monday-Thursday. Exam week.
August 15	Thursday. Summer quarter ends.
August 19	Monday. Commencement.

**MINI-QUARTERS: SUMMER 1996****FIRST MINI-QUARTER**

May 16-17	Thursday-Friday. Registration.
May 30	Thursday. First day of classes.
June 3	Monday. Last day to register or add classes.
June 10	Monday. End of refund period.
June 10	Monday. Last day to withdraw without grade penalty.
June 24	Monday. Last day of classes; Exams.

**SECOND MINI-QUARTER**

May 16-17	Thursday-Friday. Registration.
June 25	Tuesday. First day of classes.
June 26	Wednesday. Last day to register or add classes.
July 3	Wednesday. End of refund period.
July 4	Monday. Holiday (Independence).
July 8	Monday. Last day to withdraw without grade penalty.
July 22	Monday. Last day of classes; Exams.

**THIRD MINI-QUARTER**

May 16-17	Thursday-Friday. Registration.
July 23	Tuesday. First day of classes.
July 24	Wednesday. Last day to register or add classes.
July 31	Wednesday. End of refund period.
August 1	Thursday. Last day to withdraw without grade penalty.
August 15	Thursday. Last day of classes; Exams.
August 19	Monday. Commencement.

**FIVE-WEEK SESSIONS: SUMMER 1996****FIRST SESSION**

May 16-17	Thursday-Friday. Registration.
May 30	Thursday. First day of classes.
June 3	Monday. Last day to register or add classes.
June 10	Monday. End of refund period.
June 17	Monday. Last day to withdraw without grade penalty.
July 4	Thursday. Holiday (Independence).
July 8	Monday. Last day of classes; Exams.

**SECOND SESSION**

May 16-17	Thursday-Friday. Registration.
July 9	Tuesday. First day of classes.
July 11	Thursday. Last day to register or add classes.
July 18	Thursday. End of refund period.
July 25	Thursday. Last day to withdraw without grade penalty.
August 15	Thursday. Last day of classes; Exams.
August 19	Monday. Commencement.

**FALL QUARTER 1996**

July 29-August 1	Monday-Thursday. Registration.
August 29	Thursday. Freshman and transfer student orientation.
September 5	Thursday. Faculty Professional Development Day.
September 9	Monday. First day of classes.
September 13	Friday. Last day to register or add classes.
September 23	Monday. End of refund period.
October 11	Friday. Last day to withdraw without grade penalty.
November 4-8	Monday-Friday. Preregistration—See advisor for schedule.
November 12-15	Tuesday-Friday. Registration for winter quarter.
November 15	Friday. Last day of classes.
November 18-22	Monday-Friday. Exam week.
November 22	Friday. Fall quarter ends.

**WINTER QUARTER 1996-97**

November 12-15	Tuesday-Friday. Registration.
November 22	Friday. Faculty Professional Development Day.
November 28	Thursday. Freshman and transfer student orientation.
December 2	Monday. First day of classes.
December 6	Friday. Last day to register or add classes.
December 16	Monday. End of refund period.
December 23-January 1	Holiday Break. No classes.
January 2	Thursday. Classes resume.

January 13	Monday. Holiday (Martin Luther King, Jr. Day).
January 15	Wednesday. Last day to withdraw without grade penalty.
February 3-7	Monday-Friday. Preregistration—See advisor for schedule.
February 11-14	Tuesday-Friday. Registration for spring quarter.
February 20	Thursday. Last day of classes.
February 21-27	Friday-Thursday. Exam week.
February 27	Thursday. Winter quarter ends.

### SPRING QUARTER 1997

February 11-14	Tuesday-Friday. Registration.
March 4	Tuesday. Freshman and transfer student orientation. Faculty Professional Development Day (P.M. Activity)
March 5	Wednesday. First day of classes.
March 11	Tuesday. Last day to register or add classes.
March 19	Wednesday. End of refund period.
March 31-April 4	Spring Break. No classes.
April 7	Monday. Classes resume.
April 15	Thursday. Last day to withdraw without grade penalty.
May 5-9	Monday-Friday. Preregistration—See advisor for schedule.
May 15-16	Thursday-Friday. Registration for all summer classes.
May 20	Tuesday. Last day of classes.
May 21-27	Wednesday-Tuesday. Exam week.
May 27	Tuesday. Spring quarter ends.
May 29	Thursday. Commencement.

### SUMMER QUARTER 1997

May 15-16	Registration.
May 29	Thursday. Freshman and transfer student orientation.
June 2	Monday. First day of classes.
June 9	Monday. Last day to register or add classes.
June 16	Monday. End of refund period.

July 4	Friday. Holiday (Independence).
July 7	Monday. Last day to withdraw without grade penalty.
July 28-31	Monday-Thursday. Preregistration—See advisor for schedule
August 4-7	Monday-Thursday. Registration for fall quarter.
August 11	Monday. Last day of classes.
August 12-18	Tuesday-Monday. Exam week.
August 18	Monday. Summer quarter ends.
August 20	Wednesday. Commencement.

### MINI-QUARTERS: SUMMER 1997

#### FIRST MINI-QUARTER

May 15-16	Thursday-Friday. Registration.
June 2	Monday. First day of classes.
June 3	Tuesday. Last day to register or add classes.
June 10	Tuesday. End of refund period.
June 11	Wednesday. Last day to withdraw without grade penalty.
June 25	Wednesday. Last day of classes; Exams.

#### SECOND MINI-QUARTER

May 15-16	Thursday-Friday. Registration.
June 26	Thursday. First day of classes.
June 30	Monday. Last day to register or add classes.
July 4	Friday. Holiday (Independence).
July 14	Monday. End of refund period.
July 14	Monday. Last day to withdraw without grade penalty.
July 22	Tuesday. Last day of classes; Exams.

#### THIRD MINI-QUARTER

May 15-16	Thursday-Friday. Registration.
July 23	Wednesday. First day of classes.
July 24	Thursday. Last day to register or add classes.
July 31	Thursday. End of refund period.
August 4	Monday. Last day to withdraw without grade penalty.
August 18	Monday. Last day of classes; Exams.
August 20	Wednesday. Commencement.

# **FIVE-WEEK SESSIONS: SUMMER 1997**

## **FIRST SESSION**

May 15-16	Thursday-Friday. Registration.
June 2	Monday. Classes begin.
June 4	Wednesday. Last day to register or add classes.
June 11	Wednesday. End of refund period.
June 18	Wednesday. Last day to withdraw without grade penalty.
July 4	Friday. Holiday (Independence).
July 9	Wednesday. Last day of classes; Exams.

## **SECOND SESSION**

May 15-16	Thursday-Friday. Registration.
July 10	Thursday. Classes begin.
July 14	Monday. Last day to register or add classes.
July 21	Monday. End of refund period.
July 28	Monday. Last day to withdraw without grade penalty.
August 18	Monday. Last day of classes; Exams
August 20	Wednesday. Commencement.



# ADMISSION TO THE COLLEGE

College of The Albemarle, as it strives to fulfill its purpose, follows the "open-door" admissions policy of the State Board of Community Colleges, with selective placement in different curricula or programs of the institution. This policy provides for the admission of any person who has attained a high school diploma or earned its equivalent (GED\*). The college may accept, under certain conditions, a limited number of one-year vocational applicants who are not high school graduates. All applicants admitted under these special conditions must earn the GED prior to completing one quarter of work toward the vocational diploma. **It is the policy of College of The Albemarle to encourage all applicants to complete or to be working toward completion of high school or its equivalent before seeking admission to the college.**

Admission to the college does not imply, however, immediate admission to the applicant's desired program. Admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. When evaluations of applicants' test scores and high school records indicate their lack of readiness to enter a specific course, applicants are required to enroll in a Developmental Education course to prepare for admission to the desired course.

Admission to most programs is on a "rolling basis," i.e., applicants may enter the program any quarter. However, admission is limited to the fall quarter for the following programs: Associate Degree Nursing; Paralegal Technology; Practical Nursing; Electrical Installation; and Air Conditioning, Heating, and Refrigeration. New students are admitted to the Cosmetology program fall and spring quarters. Students entering Computer Engineering Technology, Drafting and Design Engineering Technology, and Electronics Engineering Technology any quarter other than fall quarter may not be able to follow the curriculum outline exactly as shown in the catalog.

Preparatory training, particularly for the college transfer programs, should emphasize the traditional academic subjects. The recommended high school credits include the following:

English	4 units
Mathematics	3 units

History and Social Studies	3 units
Science	3 units
Physical Education	1 unit
Electives	6 units

Applicants should submit a completed application to the Admissions Office for the quarter they plan to enroll. Early application is recommended to allow adequate time for processing and satisfying admissions requirements for program of study. Applications for admission are made available by simply calling the Admissions Office at (919) 335-0821, ext. 290.

College of The Albemarle is an equal opportunity institution. It is the college's policy and the Admissions Office's commitment not to discriminate on the basis of race, national origin, color, religion, gender, age, disability, or political affiliation with regard to admission. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

\* Applicant's scores must meet the minimum requirements for the State of North Carolina or the applicant must present a certificate from another state verifying successful completion of the GED.

## ADMISSION REQUIREMENTS FOR SPECIAL CREDIT, NON-DEGREE PROGRAM APPLICANTS (NEW OR TRANSFER STUDENTS)

Applicants interested in taking only selected courses of interest, except English or math courses, are required to meet the following requirements:

1. Be a graduate from an accredited high school or have the equivalent (GED); and
2. Submit a completed application for admission to the Admissions Office.

Special credit, non-degree applicants wanting to take an English or math course must take the college's Placement Test Battery in addition to the above requirements. Testing for course placement may be waived upon receipt of acceptable SAT or ACT scores, or transferable credit for ENG 101 and the math required for program (see Placement Test Waiver Policy).

## **ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE, DIPLOMA, OR CERTIFICATE PROGRAM APPLICANTS (NEW OR TRANSFER STUDENTS)**

Applicants pursuing an associate degree, diploma, or certificate program are required to meet the following requirements:

1. Be a graduate from an accredited high school or have the equivalent (GED);
2. Submit a completed application for admission to the Admissions Office;
3. Request that an official high school transcript or GED score report and official transcripts from all colleges previously attended be mailed directly to the Admissions Office; and
4. If required, take the college's placement test as scheduled by the Admissions Office. All associate degree applicants are required to take the placement test. Testing for course placement may be waived upon receipt of acceptable SAT or ACT scores, or transferable credit for ENG 101 and the math required for the program (see Placement Test Waiver Policy).

All applicants should discuss their program of study, test scores and course placement with a student development counselor.

## **ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING AND PRACTICAL NURSING PROGRAM APPLICANTS (NEW OR TRANSFER STUDENTS)**

In addition to completing admission requirements for an associate degree or vocational program, applicants must also meet the following minimum qualifications for admission to the program they applied to:

1. Earn the minimum test scores as established for the program on the college's placement test;
2. Earn the minimum high school or post-secondary grade point average as established for the program.

Applicants to either program must complete all admission requirements by March 1, of the year they plan to enroll.

The Associate Degree Nursing and Practical Nursing programs admit students only in the fall quarter of each academic year.

Admission to either nursing program is competitive and applicants who meet the minimum qualifications will be ranked and selected based upon criteria established by the nursing faculty. Qualified applicants who participate in a personal conference with the nursing faculty will be given medical history and appraisal forms to be completed and returned to the Admissions Office. Participation in a personal conference does not guarantee enrollment to either nursing program, but serves to inform qualified applicants about the nursing program.

Qualified applicants are accepted contingent upon satisfactorily passing a physical exam. Any student who has an existing health problem either physical or emotional must be seeking correction and submit a plan of treatment. Any pregnant student may continue in the program as long as she feels able and has the written consent of her doctor.

Current minimum qualifications and ranking/selection criteria for Associate Degree Nursing and Practical Nursing are made available by the Admissions Office.

## **ADMISSION REQUIREMENTS FOR LPN-ADN EDUCATIONAL MOBILITY PROGRAM APPLICANTS**

Licensed practical nurses seeking admission to the LPN-ADN Educational Mobility program must meet the current admission requirements for an associate degree. In addition applicants must also meet the following minimum qualifications:

1. Earn the minimum test scores as established for the program on the college's placement test;
2. Earn the minimum high school or post-secondary grade point average as established for the program.
3. Submit a copy of a current unrestricted practical nursing license;
4. Attained a minimum GPA of 2.5 in an accredited practical nursing program, with no less than a "C" in any course;
5. Have satisfactorily completed with a "C" or better the following required general education courses:  
BIO 201 ANATOMY & PHYSIOLOGY I  
BIO 202 ANATOMY & PHYSIOLOGY II  
BIO 203 ANATOMY & PHYSIOLOGY III  
PSY 201 GENERAL PSYCHOLOGY I  
PSY 202 GENERAL PSYCHOLOGY II  
PSY 210 HUMAN GROWTH AND DEVELOPMENT  
SOC 201 INTRODUCTION TO SOCIOLOGY I

6. Have a minimum of one year experience in clinical practice as a licensed practical nurse. This experience must be within three years immediately preceding admissions to the program. An exception to this requirement is the practical nurse who graduated from College of The Albemarle's Practical Nursing program the preceding August and has nine months of full time clinical experience prior to the date of enrollment in the mobility program. Verification of this requirement will be met via a letter from an applicant's employer. The letter should state the initial date of employment, and if currently unemployed, the date of termination if applicable, and a general evaluation of the applicant's work performance, attitude, and potential for advancement.

Applicants to the LPN-ADN Educational Mobility program must complete all admission requirements by February 1, of the year they plan to enroll. The program admits students only in the summer quarter of each academic year.

Admission to LPN-ADN Educational Mobility program is competitive and applicants who meet the minimum qualifications will be ranked and selected based upon criteria established by the nursing faculty. Qualified applicants who participate in a personal conference with the Nursing Faculty will be given medical questionnaire and two appraisal forms to be completed and returned to the Admissions Office. Participation in a personal conference does not guarantee enrollment to either nursing program, but serves to inform qualified applicants about the nursing program and answer questions or address concerns of each qualified applicant.

Qualified applicants are accepted contingent upon satisfactorily passing a physical exam and if necessary, completing any required general education courses prior to enrollment. Any student who has an existing health problem either physical or emotional must be seeking correction and submit a plan of treatment.

Accepted LPN-ADN Educational Mobility applicants must successfully complete NUR 105, Transition in Nursing, during the summer quarter in order to receive credit by validation for up to 33 credit hours in nursing and/or pharmacology courses. In addition, successful completion of NUR 105 grants acceptance to the Associate Degree Nursing program and documents eligibility for enrollment in Level II ADN courses.

Current minimum qualifications and ranking/selection criteria for the LPN-ADN Educational Mobility program are made available by the Admissions Office.

## **RE-ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING, LPN-ADN EDUCATIONAL MOBILITY, AND PRACTICAL NURSING PROGRAM APPLICANTS**

A re-admission applicant is defined as an individual who withdrew or was dismissed from either an Associate Degree Nursing or Practical Nursing program he/she was most recently enrolled in and who is seeking admission to one of COA's nursing programs.

The opportunity to be considered for re-admission is limited to the space available in the program and the discretion of the program director/supervisor. For Associate Degree Nursing and LPN-ADN Educational Mobility programs the maximum number of re-admit students shall not exceed 10 percent of the current class enrollment. This specific limitation in number of re-admit students does not apply to the Practical Nursing program. Re-admission is limited to one time to any COA nursing program.

Re-admission applicants must meet the admissions requirements and minimum qualifications for the nursing program they applied to. Re-admission applicants will be ranked and selected along with all other program applicants for that year based upon the criteria established by the Nursing Faculty. In addition re-admission applicants must:

Submit a letter to the director/supervisor of the program stating the following:

- a. The reasons for the previous withdrawal or dismissal;
- b. The reasons he/she desires to be re-admitted; and
- c. The circumstances that have changed to indicate that the applicant would successfully complete the program at this time.

Any applicant not enrolled in a nursing program within two years from the time of withdrawal/dismissal, will be required to repeat all nursing and pharmacology courses, if they are accepted to the program. Those seeking re-admission within the two year period may be eligible for advanced placement or, if they attended another nursing program, transfer of credit for nursing courses completed with a "B" or better. Re-admission applicants should contact the Allied Health and Wellness Department for specific transfer requirements for nursing.

## **ADMISSION REQUIREMENTS FOR COSMETOLOGY AND NURSING ASSISTANT PROGRAM APPLICANTS (NEW OR TRANSFER)**

In addition to completing admission requirements for a vocational program, applicants must also meet the following minimum qualifications for admission to the program:

Earn the minimum test scores as established for the program on the college's reading placement test

The above requirements and minimum qualifications must be completed to be considered for admission to either the Cosmetology or Nursing Assistant program. Cosmetology applicants are admitted only during the fall and spring quarters of an academic year. Nursing Assistant applicants are admitted each quarter. Cosmetology applicants must attend an orientation. Cosmetology applicants will be notified of the date and time of the Cosmetology orientation.

Qualified applicants will be accepted to either program according to their date of application until the program is filled for a particular quarter. The remaining qualified applicants who were not accepted will be placed on a waiting list for the subsequent quarter and accepted to the program according to their date of application until the program is filled. Qualified applicants can remain on the waiting list indefinitely, but if they are accepted and are unable to enroll for whatever reason, they will be removed from the waiting list, at which point they would have to re-apply or reactivate their application. The date of re-application or reactivation will be the date used for acceptance. In the event qualified applicants have the same date of application, the date an applicant completed requirements for admissions will determine acceptance.

Cosmetology or Nursing Assistant applicants who did not meet the minimum reading test score requirements must enroll and successfully complete the appropriate developmental reading course to be qualified for admissions to the program. Applicants who complete developmental courses will be placed on the waiting list and accepted to the program according to their date of application.

## **ADMISSION REQUIREMENTS FOR BASIC LAW ENFORCEMENT TRAINING (BLET) PROGRAM APPLICANTS (NEW OR TRANSFER STUDENTS)**

In addition to completing admission requirements for a vocational and technical specialty program, applicants must also meet the following minimum qualifications for admission to the program:

1. Earn the minimum test scores as established for the program on the college's placement test;
2. Be 20 years of age before the date of enrollment;
3. Submit to the BLET Director a document attesting to sponsorship by a North Carolina law enforcement agency and satisfactorily pass a criminal background check; or, if unable to document sponsorship, submit a satisfactory criminal record check of the last five years from the clerk of court from the county of residence; and
4. Satisfactorily pass a physical assessment, completing all tasks assessed.

The above requirements and minimum qualifications must be completed to be considered for admission to the program during the subsequent academic year. BLET applicants are admitted during the fall quarter and possibly other quarters during an academic year. Priority admissions will be given to qualified applicants holding full-time employment with criminal justice agencies. The remaining qualified applicants will be accepted to the program fall quarter according to their date of application until the program is filled for that quarter. The remaining qualified applicants who were not accepted will be placed on a waiting list for the next quarter the program is offered and accepted to the program according to their date of application until the program is filled. Qualified applicants can remain on the waiting list indefinitely, but if they are accepted and are unable to enroll for whatever reason, they will be removed from the waiting list, at which point they would have to re-apply or reactivate their application. The date of re-application or reactivation will be the date used for acceptance. In the event qualified applicants have the same date of application, the date an applicant completed requirements for admissions will determine acceptance.



BLET applicants who did not meet the minimum reading test score requirements must enroll and successfully complete the appropriate developmental reading course to be qualified for admissions to the program. Applicants who complete developmental courses will be placed on the waiting list and accepted to the program according to their date of application.

Accepted applicants will have to submit a completed medical exam by a medical doctor before enrolling in the program. Maximum enrollment for the program is 30 students.

## TRANSFER STUDENTS

Upon receipt of official transcripts from all colleges previously attended, the Registrar evaluates courses completed and applies credit toward the program being pursued at College of The Albemarle. Credit is given for a "C" or better on courses completed at institutions accredited by regional agencies if the course work parallels course work offered by College of The Albemarle.

Credit for courses which are completed at regionally non-accredited institutions may be granted by College of The Albemarle on a course-by-course basis providing that the following are met:

1. The originating institution be accredited by an accrediting agency for institutions of that type.
2. Instructors in courses to be transferred meet the same minimum qualifications as required for instructors in institutions in regionally accrediting associations.
3. Courses to be transferred parallel courses offered by College of The Albemarle.
4. Courses meet the same rigorous standards as courses at regionally accredited institutions.
5. A grade of "C" or better has been attained in each of the courses for which credit is being sought.

Although there is no limit to the number of transfer credits accepted by the college, of the last 45 hours of course work completed for a degree, 36 hours must be completed at College of The Albemarle. Grades earned at and transferred from other colleges will not be used to determine cumulative grade point averages or honors for graduation from College of The Albemarle.

Students who are not eligible to return to the institution they last attended may be admitted to College of The Albemarle on conditional status; however, students' program selection and placement responsibility reside with the Dean of Student Development or the Dean of Student Development's designee.

## DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

High school students who are at least 16 years of age and who are enrolled in high school may be admitted to appropriate courses under the following conditions: (1) the local board of education has approved a dual enrollment policy for high school students; (2) the student's program of study is approved by the high school principal or designee and the president or designee; and (3) the high school principal or designee certifies that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students may not displace adults and, thus, will be admitted on a space-available basis. Once admitted, however, high school students will be considered as regular college students receiving the same credits. High school students who are at least 18 years of age may take courses without the approval of local public school personnel.

Tuition is not charged high school students who are taking courses at the college through cooperative agreements with area high schools or through dual enrollment provisions. High school students who take curriculum and/or continuing education courses at the college and do not do so through cooperative agreements or dual enrollment provisions are required to pay tuition and fees.

Under special circumstances, the college may be requested to enroll a limited number of gifted secondary students who are under the age of 16. Such requests should be directed to the Assistant Dean, Admissions and Testing and may be approved with the consent of the appropriate college instructors, provided space is available. Students are further required to have the written approval of their principal or superintendent. These students are also exempt from paying tuition and fees, and they receive no institutional credit in these cases.

## INTERNATIONAL STUDENTS

A foreign student planning to attend college in the United States needs to consider specific regulations regarding admissions. If the student is not a legal resident or alien resident of the United States of America and would like to attend College of The Albemarle, the student must apply for a F-1 or M-1 student visa. To apply for a student visa, the student must request first an International Immigration Service form I-20 from College of The Albemarle (See International Student Admissions below).

International students who are legal residents with permanent visas (alien registration card holders) are admitted to College of The Albemarle in the same manner as native citizens of the United States of America.

## INTERNATIONAL STUDENT ADMISSION POLICY AND PROCEDURE

1. The regular application for admission to the college must be submitted along with certified copies of OFFICIAL ACADEMIC RECORDS FROM SECONDARY EDUCATION (High School) attended, which must include dates of entry, termination, and name of certificate or diploma received. These records must be translated in English and certified as true copies by a notary public, an official of the institution in which the student was or is enrolled, a representative of a U. S. Counseling Office located overseas, or a U. S. Consular Official.
2. Each international student whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL) or provide documented evidence of English Language proficiency to the Admissions Office. The College of The Albemarle requires a TOEFL score of 500 or documented evidence of English language proficiency, i.e., course transcript.

**NOTE:** International students who do not have the required TOEFL score are recommended to enroll in an intensive English program at one of the ELS Language Centers located throughout the United States and the world. The closest center to COA is located in Washington, D.C. ELS can be contacted by writing ELS Language Centers, 5761 Buckingham Parkway, Culver City, CA 90230 or by calling 310-410-4688 or by fax 310-410-4688. Students who plan to attend one of the ELS Language Centers will be given a conditional letter of acceptance. ELS English Proficiency Evaluation score of 108 satisfies the English language requirement.

3. All foreign student applicants who have been accepted to the college must also take the college's Placement Test. Foreign students will be given the Placement Test at the earliest convenient date after arrival on campus.
4. A statement is required of the applicant's financial resources indicating how he/she intends to pay for his/her travel, tuition, fees, room, food and other expenses while enrolled at COA. This statement must be certified by a notary public, a U.S. Consular Official, or other official, i.e., bank official. Form I-134, an Affidavit of Support, may also be used if the foreign student will have a financial sponsor, i.e., parents, relative, friend, business, etc. Please note that international students who are not legal resi-

dents of North Carolina will have to pay the current out-of-state tuition rate.

5. As soon as an international student has submitted an application for admission, all official transcripts, TOEFL test scores, or demonstrated English proficiency and statements of financial support or affidavit of support, College of The Albemarle will be able to award an INS form I-20.

International students are responsible for making their own travel arrangements to the United States. The nearest international airport is fifty miles from the college in Norfolk, Virginia. Students may contact the Assistant Dean, Admissions and Testing, to arrange transportation from Norfolk International Airport to Elizabeth City. Housing and transportation to and from the college will be the student's responsibility. Public transportation in Elizabeth City is limited. Taxis provide the most common means of public transportation. Car pooling with other students is another means of transportation to the college campus.

**All foreign students are encouraged to purchase an individual medical and life insurance policy upon arrival on campus.**

**All foreign students are encouraged to open a bank account in order to have easy access to U.S. currency.**

## READMISSION

Any applicant who is unable to register for classes can reactivate his/her admission application for readmission at any subsequent quarter, within one year from the quarter he/she planned to attend.

Any student who withdraws from the college for any reason other than academic or administrative can reactivate his/her admission application for readmission at any subsequent quarter. After five years a withdrawn student's admission file (application, test scores, transcripts, etc.) is discarded, except for the college's transcript, after which, the student would have to re-apply.

## AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration and must state their intentions to audit courses when they register. Students auditing courses receive no credit but are expected to attend classes regularly and to participate in class discussions. They are also encouraged to do all work and assignments expected of regularly enrolled students. In addition, they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

Students auditing courses will be charged the same tuition as students taking courses for credit. Anyone taking only audit courses will not be charged an activity fee.

## DIRECTED STUDY

Students who desire to register for Directed Study, sometimes referred to as independent study, are required to have a grade point average of 3.0 or higher on all work attempted at the college. Students are responsible for initiating, consulting, and obtaining the appropriate faculty-staff signatures on the Request for Directed Study Form before the last day of the scheduled period in which students may drop and add courses in the quarter. Directed studies will be granted for the following reasons:

1. When only one section of a class is being taught which results in a conflict for a student who must have the course to graduate or to transfer from College of The Albemarle; or
2. When the needed class is not being taught and the student must have the course to graduate from College of The Albemarle.

The completed Request for Directed Study Form must accompany the student's completed Registration Form, which includes the Directed Study course. Forms are available in the Dean of Student Development's Office, and students should first consult the Dean of Student Development before beginning the process. Students should note Directed Study courses are not the normal or preferred means of instruction for community college students. They are approved only as previously detailed.

## PLACEMENT TEST

Upon receipt of the application for admission, the Admissions Office, if necessary, will schedule the applicant for a placement test. The placement test is designed to assess an applicant's basic skills in reading, writing, and mathematics. Test results are used to assist students with course placement. Retesting is allowed, with approval from the Assistant Dean, for Admissions and Testing. Students needing special accommodations for testing should contact the Admissions Office.

## PLACEMENT TEST WAIVER

Testing for placement may be waived under one of the following conditions:

1. Acceptable SAT or ACT scores from tests taken within five years prior to the date of application and
2. Transferable credit from an accredited college for ENG 101 and the math requirement for the pro-

gram of study documented by an official college transcript mailed directly to the Admissions Office

Exceptions to the above requirements may be approved by the Assistant Dean, Admissions and Testing.

Testing may not be waived for Associate Degree Nursing, LPN-ADN Educational Mobility, Practical Nursing, and BLET programs.

## COLLEGE BOARD ADVANCED PLACEMENT TESTS

The college recognizes satisfactory scores on the Advanced Placement (AP) tests for course placement and degree credit. Students taking AP tests should have score reports sent directly to the Admissions Office. Upon receipt of official Advanced Placement score reports, the Registrar evaluates courses completed and applies credit toward the program being pursued at College of The Albemarle. Questions concerning score requirements and credit should be directed to the Registrar.

Information about any College Board test and an application for a specific test may be received by requesting in writing to the Advanced Placement Program, PO Box 6671, Princeton, New Jersey 08541-6671. Applicants are urged to apply for test dates six to eight weeks before the actual test dates.

## ADVANCED PLACEMENT/CREDIT BY ARTICULATION FOR HIGH SCHOOL COURSEWORK

The college offers credit by articulation in specific courses to students who have satisfactorily completed equivalent high school courses. Students desiring to exempt college-level courses should request such action through the college's Assistant Dean for Admissions and Testing or the high school counselor. The general conditions and procedures for granting credit by articulation are listed below:

1. The student must enroll in a curriculum program within two years after high school graduation.
2. The student must have completed 12 quarter hours with a "C" average at College of The Albemarle before credit is granted.
3. The Registrar will post the credit by articulation on the student's college transcript. Credit hours posted on the transcripts and applied toward graduation requirements will not be used in calculating the student's grade point average.

4. Students who receive credit by articulation will not be required to register or to pay tuition for courses for which articulated credit is received.

## **CREDIT FOR MILITARY SCHOOLS**

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Registrar to determine the appropriate military document required. Upon receipt of the required document, the Registrar will evaluate schools completed and apply appropriate credit toward the program being pursued at College of The Albemarle. Questions concerning credit for military schools should be directed to the Registrar.

## **ORIENTATION FOR NEW AND TRANSFER STUDENTS**

The required orientation program is designed to introduce students to their new environment and to acquaint them with the policies and regulations of the college. Assemblies, lectures, and small group discussions are held to assist students in adjusting to college life.

## **REGISTRATION**

College of The Albemarle usually has a registration period prior to the first day of classes for each quarter. Tuition and fees are due and payable on the day students register. Only students who have received financial aid award letters indicating payment will be made on Payday 1A and who have registered during the early registration dates may have their tuition and fees taken from their financial aid. Late registration is permitted through the first week of classes for each quarter. Three days of late registration are permitted for the summer five-week sessions and two days of late registration are permitted for the summer mini-quarters. Applicants may register for classes their first quarter with incomplete admissions files. After their initial quarter of enrollment, students with incomplete admissions files may not register for a subsequent quarter until their files are complete or until they receive special permission from the Assistant Dean, Admissions and Testing.

Students must pay any past due accounts owed to the college before permission to register may be given.

Students who are eligible for veteran's educational benefits should see the college's Veterans Affairs Officer, who is the Registrar, for special conditions concerning enrollment certification for initial enrollment to College of The Albemarle.

# FEES AND EXPENSES

Students who enroll in curriculum classes are subject to the following tuition and fee rates:

**Tuition for In-state Residents**

\$13.25 per quarter hour or  
\$185.50 maximum per quarter

**Tuition for Out-of-state Residents**

\$107.50 per quarter hour or  
\$1505 maximum per quarter

**Student Activity Fee (12 or more quarter hours)**

Fall Quarter-\$10  
Winter Quarter-\$9  
Spring Quarter-\$9

Tuition is subject to change by the North Carolina State Board of Community Colleges and is waived for persons 65 years of age or older.

Military personnel stationed and living in North Carolina and their dependents are eligible for in-state tuition after proper documentation is received.

All tuition and fees are due and payable at the time of registration.

Any past accounts owed to the college must be paid before permission to register may be given.

The cost of books and supplies, while varying according to the courses of study, should total approximately \$500 per year, with the major expense occurring in the fall quarter.

Candidates for graduation will be charged a fee to cover costs of the diploma, invitations, and cap and gown purchase. This fee is non-refundable.

All full-time and part-time students enrolled in curriculum programs are required to pay an activity fee as applicable. For full-time students, the fee shall be \$10 in the fall quarter and \$9 per quarter in the winter and spring quarters. Part-time students shall pay a student activity fee of \$5 during each of the fall, winter, and spring quarters. Senior citizens, full-time College of The Albemarle employees, and students who audit classes shall be exempt from paying activity fees. Programs that are sponsored by state agencies, last less than one quarter and/or are taught at facilities other than a COA campus or center may be exempt from activity fees. Activity fees entitle students to admission to many college-sponsored activities. When the yearbook is published, full-time students who have been enrolled three consecutive quarters will be given yearbooks without charge.

## PHYSICAL EDUCATION ACTIVITY COURSE FEES

PED 204 Bowling. A nominal lane fee is charged for each game.

PED 206 Golf. A nominal greens fee is charged for each game played at local golf courses.

## RESIDENT STATUS FOR TUITION PAYMENT

North Carolina law G.S. 116-143.1 on this subject states the following:

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his or her length of residence in the State.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.

When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the indi-

vidual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

Regulations concerning classifying students by residence for tuition purposes are set forth in detail in *A Manual to Assist the Public Higher Educational Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Copies of the manual are available on request in the Dean of Student Development's office and in the Learning Resources Center.

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Assistant Dean, Admissions and Testing, is responsible for evaluating these responses and initially classifying students accordingly. In questions concerning residence status and appeals of initial residence classifications, students are advised to consult the Dean of Student Development.

## INSURANCE

College of The Albemarle assumes no responsibility for student injuries or losses. An opportunity will be provided at the time of registration for all full-time students to obtain accident insurance.

Students are given an opportunity to purchase accident insurance when they register. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

All students enrolling in Associate Degree Nursing and Practical Nursing programs are required to have malpractice insurance. Such insurance may be purchased through the college's Business Office.

All persons who enroll in any COA program in which they could be exposed to bloodborne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (See program head for additional information.)

## TUITION REFUND POLICY

1. A refund shall not be made except under the following circumstances:
  - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100percent refund if the class in which the student is officially registered fails "to make" due to insufficient enrollment.

- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20percent point of the quarter.
- c. For classes beginning at times other than the first week (seven calendar days) of the quarter, a 100percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75percent refund shall be made if the student officially withdraws from the class prior to or on the 20percent point of the class.
- d. For contact hour classes, apply as Part (e)(1)(c.) of this policy except use 10 calendar days from the first day of the class(es) as the determination date.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.
4. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.
5. All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of the quarter. Fees are non-refundable after classes begin and are forfeited upon withdrawal from the college; however, fees may be refunded when a class is canceled by the college and the student registered only for the canceled class.

Petitions for refunds must be made in writing to the Dean of Student Development within 10calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the students' control affect the student's life and livelihood to such an extent that continued enrollment is impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

## TRANSCRIPT OF RECORDS

A record of academic credit earned at College of The Albemarle will be sent to any person or agency when requested by the student in writing, provided all accounts with the college have been settled satisfactorily. There is no charge for transcripts. College of The Albemarle does not fax nor accept faxed transcripts.

# FINANCIAL AID

The philosophy at College of The Albemarle is that any individual who wishes to attend the institution should not be deprived of this privilege due to a lack of financial resources. Although the primary responsibility for financing an education remains with students and their families, College of The Albemarle participates in programs designed to supplement the family contribution when there is documented student financial need.

Financial aid consists of grants, loans, scholarships, campus employment, or any combination of these as determined by the policies of the Scholarships and Student Aid Office and the U. S. Department of Education. Policies and procedures for awarding Student Aid are subject to change to meet new federal regulations. Students are required to meet satisfactory academic progress requirements in order to qualify for Federal Student Aid. Fresh start and course repeat procedures do not exempt students from meeting satisfactory academic progress based upon all academic work attempted.

## APPLICATION PROCEDURE

To apply for financial assistance, students should complete the following forms which may be obtained from the Scholarships and Student Aid Office:

### 1. Free Application for Federal Student Aid (FAFSA)

In completing the FAFSA, the student and family should provide information from their federal income tax forms for the preceding calendar year. The form should be completed as soon as possible after January 1 and mailed to FAFSA, Federal Student Aid Programs.

When students complete the FAFSA they automatically apply for the following:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study (FWS)
- N.C. Student Incentive Grant (NCSIG)

NOTE: The college strongly recommends that students completing this form have it reviewed by a staff member from the Scholarships and Student Aid Office before mailing.

### 2. Financial Aid Transcript (FAT)

Students who attended other colleges prior to attending College of The Albemarle must have a FAT completed by the Scholarships and Student Aid Office at each prior school whether or not the students received financial aid.

### 3. COA Private Scholarship Applications

The college offers more than 123 scholarships to eligible students. Requirements for scholarships vary; however, the primary concerns are financial need, scholastic ability, a specified program of study, residence status, and participation in community activities. The scholarship application must be completed and submitted to the Scholarships and Student Aid Office, located in room 123 of the A Building, on or before March 1.

## REQUIRED FORMS FOR FINANCIAL ASSISTANCE

The following forms must be submitted to the Scholarships and Student Aid Office for financial assistance:

1. All copies of the Student Aid Report (SAR), which are mailed directly to the students, notifying them of eligibility for the Pell Grant as a result of completing the FAFSA;
2. Financial Aid Transcripts from all former colleges attended;
3. Signed copies of students' and their parents' federal tax forms;
4. Institutional Verification Form; and
5. Other forms which may be requested for verification.

## DEADLINES

The Free Application for Federal Student Aid (FAFSA) must be completed and received at its destination before the dates listed below to be considered for certain awards:

- (FAFSA) N.C. Student Incentive Grant ..... March 15
- (FAFSA) Federal Supplemental Educational Opportunity Grant ..... April 1
- COA Scholarship Application ..... March 1

## FEDERAL AND STATE FUNDS AVAILABLE

Below are brief descriptions of federal and state financial aid programs available to COA students.

### Federal Pell Grant

Federal Pell Grants are awards which assist undergraduates in paying for their education after high school. The Federal Pell Grant program is the largest federal student aid program. For many students, these grants provide a "foundation" to which other federal and non-federal assistance may be added. Unlike loans, grants do not have to be paid back.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who receive the Federal Pell Grant may be eligible for the Federal Supplemental Educational Opportunity Grant. This federal program does not require employment or repayment. The amount of the grant is based on students' financial needs and the minimum award is \$200. To be eligible for FSEOG, students' financial aid files should be completed by April 1.

### North Carolina Student Incentive Grant (NCSIG)

Administered by College Foundation, Inc., this grant is provided to students who are legal residents of North Carolina accepted for enrollment or enrolled full time in good standing in an undergraduate program of study in an eligible college, university, community college, technical, or vocational school in North Carolina. Students must demonstrate financial need as determined through a needs analysis. March 15 is the deadline for requesting the NCSIG.

### Federal Parents Loan for Undergraduate Student (PLUS)

This is a long-term loan available to parents of dependent students at any income level. The interest rate for the PLUS is variable, but not higher than 9 percent and repayment generally begins 60 days after the final loan disbursement. There is no "grace period" for these loans. This loan requires a separate application which may be obtained from the Scholarships and Student Aid Office.

### Federal Stafford Loan

This is a long-term loan with a variable interest rate. The subsidized Stafford Loan is repayable beginning 6 months after the student ceases to be enrolled at least half-time. The student is responsible for the interest during in-school and deferment periods on an unsubsidized Stafford Loan. The maximum amount one can borrow is \$6,265 for freshmen and \$3,500 for sophomores. Eligibility is deter-

mined by the Office of Scholarships and Student Aid using information from the Student Aid Report. Final approval will be determined by the lender. This loan requires a separate application in addition to the need analysis document (Student Aid Report).

### Federal Work-Study (FWS)

The Federal College Work-Study program enables eligible students to help pay college expenses while attending classes at least part-time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. Interested students should complete a work-study application.

## PRIVATE SCHOLARSHIPS

College of The Albemarle offers more than 123 private scholarships each year ranging from \$50 to \$1,500 each and totaling more than \$130,000 awarded annually. To apply for scholarships, students may obtain application forms from the Scholarships and Student Aid Office. Application forms indicating the scholarships for which students are eligible must be returned by March 1. Most scholarships are awarded during the summer months, and the first award payments are made during the following fall quarter.

Listed below are the scholarships available, as of the publication of this catalog, to eligible applicants:

Albemarle Hospital Volunteer Services, Inc. Scholarship  
Albemarle Unit 463 Woodmen of the World  
American Legion Auxiliary #288 Scholarship  
BB&T/J. Carroll Abbott Scholarship  
BB&T/G. R. Little Scholarship  
BB&T/Swindell Lowery Scholarship  
BB&T/Willis Owens Scholarship  
Mr. and Mrs. Charles Camden Blades and Dr. and Mrs. Julian W. Selig, Sr. Memorial Scholarship  
Anna W. and Clifford E. Bair Music Scholarship  
Belcross Beverage Co./Buddy Hunt Scholarship  
Belcross Beverage Co./Buddy Hunt Air Conditioning, Refrigeration and Heating Scholarship  
Alexandra Boada Scholarship  
Melvin W. Bright Scholarship  
Laura "Joy" Burgess Scholarship  
Carolina Telephone Technical-Vocational Scholarship  
Don Carter Memorial Scholarship for Criminal Justice  
Raleigh Carver Scholarship  
Chief Petty Officers Association of Elizabeth City, NC, Scholarship  
John and Beth Childers Nursing Scholarship



Chowan Hospital Scholarship/Loan  
 City Beverage Co., Inc./Elisha Coppersmith  
 Scholarship  
 Cosmopolitan Club of Elizabeth City Scholarship  
 James T. Connolly Memorial Scholarship  
 Harriette M. Crump Scholarship  
 Mark S. Cummings Scholarship  
 Dare County Restaurant Association Scholarship  
 Dare County Teaching Scholarship  
 Jewel and Lee Davenport Scholarship  
 Mabel Hardison Dudley Memorial Scholarship  
 Elizabeth City Junior Woman's Club Scholarship  
 Elizabeth City Business and Professional Women's  
 Club Scholarship  
 Elizabeth City Morning Rotary Club Scholarship  
 Elizabeth City Woman's Club Scholarship  
 Edna Fenstermacher Nursing Scholarship  
 William G. Gaither, Jr. Memorial Scholarship  
 College of The Albemarle GED Award  
 Bess T. and P.P. Gregory Scholarship  
 Bonnie S. Hawkins Scholarship  
 Jean McCarmond Hislop Memorial Scholarship  
 Selma Harris James Scholarship  
 Jaquelin Jenkins Scholarship for Visual Arts  
 Manteo Lions Club Scholarship  
 Charles R. McEver Memorial Scholarship  
 George Dixon McKecuen Scholarship  
 Jule C. Modlin Scholarship  
 Brenda Holt Muir Nursing Scholarship  
 Ginny Crutcher Nash Memorial Scholarship  
 Norman L. Norfleet Memorial Scholarship  
 North Carolina Community College Scholarship  
 Home Builders Association of Northeastern North  
 Carolina Scholarship  
 Nurse Scholars Program  
 Nurse Education Scholarship Loan Program (NESLP)  
 Dr. Zack D. and Martha Anderson Owens Nursing  
 Scholarship  
 Pasquotank County Extension Homemakers Club  
 Scholarship  
 Glenn W. and Treva P. Pendleton Scholarship  
 Phi Theta Kappa Scholarship  
 President's Foundation Scholarship  
 Red Men Pasquotank Tribe #8-Matoaca Council #10  
 Degree of Pocahontas Scholarship  
 Mary and Zack D. Robertson, Sr. Scholarship  
 Charles O. Robinson, Sr. Scholarship  
 Eloise Robinson Scholarship

Carrie M. Roebuck Scholarship  
 Lois Asbell Stokes Memorial Scholarship  
 Tech Prep Scholarship  
 John and Patricia Thomas Scholarship  
 Veterans of Foreign Wars,  
 W.C. Jackson Post 6060 Scholarship  
 VFW Ladies Auxiliary Post 6060 Scholarship  
 Wachovia Technical Scholarship  
 Charles W. Ward, Jr. Occupational Education  
 Scholarship  
 Thomas S. Watts Memorial Scholarship for Public  
 Service  
 Grover Clyde White Scholarship  
 Robert Jennings White Scholarship  
 George J. Winslow Scholarship  
 Leigh Winslow, Sr. Scholarship  
 Jerry S. Wright, Sr. Business Scholarship

## AWARD PROCEDURE

The amount of aid for which students are eligible is determined by the Director of Scholarships and Student Aid and is based upon the information reported by the student.

Students who notify the Scholarships and Student Aid Office that they are applying only for a Federal Pell Grant will be notified of the award soon after all copies of the Student Aid Report and all other applicable information has been submitted to the Scholarships and Student Aid Office in the following circumstances:

1. The college has received its official allocation from the U.S. Department of Education; and
2. The payment schedule, from which the amount of the award is determined, has been published by the U.S. Education Department.

In the event the college has not received its official allocation or the payment schedule has not been published by the time the Student Aid Report is submitted to the Scholarships and Student Aid Office, students will be notified soon after the allocation and payment schedule are received.

## ELIGIBILITY REQUIREMENTS

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in a degree or diploma program at College of The Albemarle on

at least a half-time basis (In some cases, a student may receive financial aid for less than half-time enrollment.);

2. Be a United States citizen or a national or permanent resident of the United States;
3. Be an undergraduate student who has not previously received a bachelor's degree;
4. Demonstrate financial need;
5. Demonstrate evidence of academic or creative promise;
6. Be making satisfactory progress in the course of study being pursued; and
7. Not be in default on a Federal Perkins Loan (formerly NDSL) or a Stafford Loan (formerly Guaranteed Student Loan) and not owe a refund of federal funds at any institution.

If students qualify for financial aid, they will receive an award letter. Students should review the award carefully, answer the appropriate questions on the award letter, and return it *immediately* to signify acceptance of the award. If the aid does not meet the students' needs, they should make an appointment with the Director, Scholarships and Student Aid, for consultation.

## PAYMENT SCHEDULE

Students who have received their financial aid award letters with payment indicated as Payday 1 and who register during the early registration dates may have their tuition and fees taken from their financial aid if the amount of financial aid is sufficient to cover tuition and fees. Students' files must be complete before award letters are written.

## ACADEMIC REQUIREMENTS FOR SATISFACTORY PROGRESS TO MAINTAIN FINANCIAL ASSISTANCE

To receive Title IV financial aid funds, students must meet the Office of Education's statutory requirements of satisfactory progress. This definition reads: "Beginning with the 1987-88 award year, in order to become and remain eligible to receive Title IV financial aid funds, students must be making satisfactory progress." The policy includes a qualitative measure of the student's progress, such as a grade point average. To accurately measure the student's progress in a program, the policy must have a quantitative measure of progress. To quantify academic progress, the policy must set a maximum timeframe in which a student is expected to complete a program.

To be eligible or to continue to receive student financial aid, students must have a cumulative GPA according to the total number of hours for which they have attempted as indicated below.

Credit Hours Attempted	Minimum GPA
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65 & above	2.00

A student's academic transcript will be reviewed for satisfactory progress at a minimum of once per year to determine if they are maintaining the requirements set forth in this policy. Grades A, B, C, D, F will be counted in the Financial Aid GPA calculation, withdrawals and never attended classes carry no point value, but are computed as part of the Financial Aid GPA (hours attempted). During any quarter in which a student receives Title IV funds and then decides to audit or receives credit by examination, that student may be liable to repay those funds.

## Time Limitation

Maximum quarterly timeframes for completion of a COA program are as follows:

	College Transfer	Technical	Vocational
Full-time (12 or more)	9	11	6
Three-fourths-time (9,10,11)	12	15	8
Half-time (6,7,8)	18	22	12

Financial Aid will be terminated following completion of maximum timeframes. The timeframes will include terms of enrollment during which financial aid is not received.

Students who complete the graduation requirements for a degree, diploma, or certificate program and re-enroll to pursue those course requirements of a second degree may request from the Director of Scholarships and Student Aid an extension of the time limitation covering only that period of time actually necessary to complete the second degree. A student is only allowed to seek two degrees with the assistance of financial aid. Upon requesting aid for a second degree a student will not be allowed any additional changes of programs.

Students who successfully complete the quarter hour, course, and GPA requirements for graduation with a degree, diploma, or certificate and who re-enroll for courses that are not required by a second degree shall be terminated from financial aid eligibility even though they may not have formally applied for graduation.

**Minimum Requirements To Maintain Eligibility**

<b>Status</b>	<b>Must Pass</b>
Full-time	8 credit hours
Three-fourths-time	6 credit hours
One-half-time	4 credit hours
Less than half-time	all hours attempted

**Non-Credit/Remedial Courses**

Students who are required by the college to enroll in non-credit remedial courses and achieve a passing grade will be considered to be meeting requirements for satisfactory progress.

Students who are required by the college to enroll for non-credit remedial course work will not be allowed to pursue more than one year or 45 quarter hours of remedial course work as regulated by the U.S. Department of Education.

**Financial Aid Probation/Suspension**

1. Students who fall below 2.0 and/or do not complete the required number of credit hours during any quarter will be placed on financial aid probation.
2. Students who are on financial aid probation and who fail to meet the minimum requirements for that quarter or year are placed on financial aid suspension. Financial aid suspension terminates students from continuing eligibility unless or until their appeal, if any, is upheld or until they meet the requirements for reinstatement.

**Appeal Process**

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the academic appeals committee.
2. Appeals must be in writing and accompanied by appropriate documentation. Reasons such as death in the immediate family, injury or health related problems of a student will be considered.
3. Written appeals will be presented to the Director of Scholarships and Student Aid for action by the academic appeals committee, which is comprised of the faculty executive committee, the dean of instruction, and the dean of student development. Notice of continued termination or of reinstatement will be given to the student in writing.

**Procedures for Reinstatement**

1. Students who have their financial aid eligibility suspended/terminated may be reinstated in one of the two following ways:
  - a. By the appeal process.
  - b. By enrolling at the college without the benefit of financial aid and meeting the minimum GPA requirements or maintaining a 2.5 GPA with a minimum of six credit hours for each quarter thereafter and completing the required number of credit hours.
2. Retroactive payments of financial aid for quarters when students were on suspension are prohibited.

**Financial Aid Standards**

1. No aid will be awarded for repeating a course for which credit already has been awarded, unless curriculum standards require that the course be repeated or by the advice of the student's advisor and with the approval of the Dean of Student Development.
2. In order to measure a student's satisfactory progress toward his or her degree or certificate, the student's total academic record at College of The Albemarle must be evaluated whether or not the student received aid for the entire time of enrollment.
3. Returning students are evaluated on a continuing basis from the last enrollment unless a mitigating circumstance is considered. Returning students who were previously enrolled under policies other than the current policies will be required to meet the standards of the current policy upon returning. Transfer students will be treated as new entering students.
4. Transfer credits from other post-secondary institutions will not be used to determine satisfactory progress.
5. Students changing programs will be evaluated according to those courses which give credit in the new program of study. These must meet minimum grade point average requirements.
6. A student's enrollment status for financial aid includes only courses required for graduation. Courses taken which are not required to meet the graduation requirements of the curriculum for which a student is enrolled do not qualify for payment.
7. If at any time a student becomes ineligible to receive a scholarship, the funds will be rewarded to the next eligible student.

8. When a student withdraws from school, the last date of attendance must be clarified in order to determine if the student owes a repayment. When a student withdraws, a copy of the drop form is forwarded to the Office of Scholarships and Student Aid and the last date of attendance is noted. If this date is left blank, the next step is to look at the class roster and/or contact the instructor to determine the last date of attendance for the class.

9. College of The Albemarle's Fresh Start Policy will not apply to students receiving financial assistance per regulations provided by the U.S. Department of Education.

10. Students are only allowed to change their program of study twice.

11. In the event that a class is canceled, students may owe a refund to the appropriate federal program.

The Office of Scholarships and Student Aid reserves the right to amend this policy at any time as necessary.



# STUDENT DEVELOPMENT

College of The Albemarle offers a comprehensive program of student development services designed to aid students in meeting the challenges of college life and to provide students with opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

## **GUIDANCE AND COUNSELING**

Educational, vocational, and personal guidance and counseling are available to all students from Student Development counselors and faculty. Each counselor and faculty member retains a list of community resources which students may be referred to also.

Student Development counselors provide admissions counseling designed to assist students in identifying programs of study and selecting courses for which they are best suited and which lead toward attaining their educational objectives. Counselors and advisors continue to work closely with students after they are enrolled to ensure that their educational program is implemented and that they are making satisfactory progress toward accomplishing their educational goals. Professional counselors are also available for personal and social counseling.

Since the college offers college transfer education, many students frequent their advisors offices to discuss transfer admission requirements at senior institutions. Although advisors assume the responsibility to be cognizant of transfer admission requirements, it is the direct responsibility of students to contact the senior college or university to determine requirements for transfer and, thus, verify the information obtained from counselors and advisors.

Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

## **ADVISEMENT SYSTEM**

Within the first few weeks of each quarter, Student Development personnel assign all new day students enrolled in a curriculum program with six or more credit hours to an advisor who is either a full-time faculty member or a Student Development counselor. An effort is made to assign an advisor who teaches in their selected program area. Exceptions are developmental education students, evening students, and undecided students. Students who place in Developmental Education classes are usually

assigned to a Developmental Education faculty member. Evening students are referred to the Director of the Evening Program or to the Student Development evening counselors while undecided students are assisted by the Student Development counselors. Dare County Campus students consult the Dare County Campus faculty and counseling staff for advisement. Students who are not assigned an advisor receive assistance from a Student Development counselor.

The academic advisor's role is to assist students in the decision-making process of selecting courses to take each quarter which are consistent with the student's educational objective, whether this objective is technical, vocational, or college transfer in nature.

The advisor maintains contact with the student throughout the student's enrollment at the college and until the student withdraws or completes the program of study. The advisor is consulted by the student when any of the following occurs: (1) registering for classes, (2) adding or dropping classes, (3) withdrawing from college, and/or (4) planning for graduation from College of The Albemarle or for transferring to another educational institution. In addition, when making recommendations with the student about courses and course load, the advisor is cognizant of the student's goals, educational plans, and GPA.

Problems such as career guidance, helping a student develop a positive self-image, and other matters such as residence classification are usually referred to Student Development unless advisors feel confident they can lead the student toward solving the problem and have the time to do so.

Students are responsible for contacting their advisor upon receiving their advisor assignment from the Registrar. Furthermore, students must assume responsibility for ensuring that they know the requirements for the degree or program they are pursuing at College of The Albemarle. A list of graduation requirements for each curriculum is available from the Student Development Office. If transferring to another educational institution is the student's plan, the student bears an additional responsibility of ascertaining and knowing what is required at the four-year college or university to which the student later plans to transfer. The student must also accept the responsibility that the classes registered for are ones which will be retained by the student for the duration of the quarter.

Advisors should be considered students' main link with the college because advisors are a valuable resource for

information, advice, and direction. For this reason, students are encouraged to visit with their advisor numerous times during the quarter in order to gain maximum benefit from their college experience.

Additional information on the advisement system may be obtained from the *Advisement Handbook* available from each advisor or from the Dean of Student Development, who is responsible for the program.

## **INFORMATION SERVICE**

Information pertaining to occupations, educational opportunities, and social concerns is available to students and prospective students from the Student Development counselors. Also, the Student Development Office coordinates with the Director of Public Relations and Communications and the faculty in developing and distributing printed materials pertaining to curriculum courses and programs (i.e., catalog, program brochures, and general information booklets).

## **TESTING AND ACADEMIC PLACEMENT**

All students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have earned 12 to 15 credit hours at the college but are uncertain of a program of study are required to take a Placement Test. Students who score below the designated cut-off scores on the English, math, or reading tests will be enrolled in Developmental Education courses for indicated course work. Students must successfully complete this course work prior to enrolling in specific courses or programs. The Admissions Office has a schedule of testing times and dates.

The counseling staff at College of The Albemarle is qualified to administer and interpret a variety of group and individual tests. In addition to placement testing, students have the opportunity to take career interest surveys as needed during their studies at College of The Albemarle. Students should see a student development counselor for testing information.

## **CAREER DEVELOPMENT CENTER**

In the Learning Resources Center, College of The Albemarle maintains a Career Resources Center which contains information regarding approximately 3,000 colleges and schools, 20,000 occupations, and national labor trends. The Career Resources Center also has self-appraisal guides, interest inventories, and career planning materials for student use. Information on how and where to look for jobs, how to prepare resumé's, and effective

interviewing techniques is also provided. The Career and Life Planning Counselor is available for counseling and for assistance in using these career resource materials. The library staff also provides assistance to students seeking career resource materials. The Director of Cooperative Education and Job Placement provides assistance with resumé writing.

## **EDUCATIONAL AND JOB PLACEMENT**

College of The Albemarle attempts to provide both educational and job placement assistance for its students. Student Development counselors and faculty advisors assist college transfer students in gaining admission into senior colleges and universities to complete their baccalaureate programs. Student Development sponsors a College Day each February for admissions counselors from four-year institutions to visit College of The Albemarle and provide transfer information to students.

Students who do not plan to continue their education are urged to register with the Director of Cooperative Education and Job Placement six months prior to their graduation date, regardless of whether they plan to seek employment immediately upon graduation. In addition to job placement assistance, the Director of Cooperative Education and Job Placement regularly trains students in successful job-seeking skills.

Current job listings are posted in the Career Development Center and on bulletin boards around campus. Names and addresses of North Carolina and Tidewater Virginia employers are also available. Student Development also sponsors a Career Day for prospective employers to discuss potential job opportunities and employment trends with students.

Students desiring employment are recommended to prospective employers in business and government and are notified of vacancies. Upon the request of a prospective employer and the approval of the student, the student's credentials (personal data, references, and college transcript) are sent to the employer by the Career Development Center. Students registered in the Career Development Center are eligible for interviews with recruiters who visit the campus seeking applicants for jobs.

Students seeking curriculum-related, part-time employment while attending College of The Albemarle should contact the Director of Cooperative Education and Job Placement. Students can receive academic credit in their major course of study while earning income through the Cooperative Education program.

There is no charge for any of the services available through the Career Development Center.

## DISABLED STUDENTS

College of The Albemarle provides reasonable accommodations for students with disabilities. Students who request accommodations must submit official documentation of their disability. Students should contact the Admissions Office after their acceptance to College of The Albemarle.

Students who need to utilize a parking space designated for handicapped parking should request a handicapped parking card from the Student Development Office.

## STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and students with learning disabilities or physical handicaps. The program offers supportive services to this select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services Office or the program's Tutor Coordinator.

The child care program, also a component of Student Support Services, is a federally-funded project designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical programs. Interested students should contact the Student Support Services Office or the program's counselor.

## HEALTH SERVICES

Although the college does not have an elaborate system of health services, if necessary, the college representative will call 9-1-1, who dispatches the appropriate service.

Please be advised that there may be a cost involved when the Pasquotank/Camden Emergency Medical Services are used. First aid kits are also available in the Occupational Education office (Room 104, C Building), the switchboard (A Building), the Community and Small Business Center (Room 113, D Building), the Continuing Education office (Room 113, A Building), the Maintenance office, and in certain laboratories. At the Dare County Campus, the kits are located in the Heating, Air Conditioning, and Refrigeration classroom and in the main office. At the Chowan County Center, kits are located at the front office. First aid kits are available for student use; however, the college does not assume responsibility for the administration of first aid. Further information and procedures for handling accidents and emergencies are included in the college's *Policy and Procedure Manual*.

## HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. The college does not assume responsibility for the acquisition, approval, or supervision of such housing; however, students desiring specific housing information may contact the Admissions Office and check bulletin boards on campus and in area businesses.

## STUDENT ACTIVITIES

College of The Albemarle offers students the opportunity to participate in a number of extracurricular activities which enhance the educational experience. A variety of student interests are met through cultural events, recreational and athletic programs, club activities, and informative convocations. Students may also participate in government activities as elective and appointive Student Senate officers and senators. Through funds made possible by activity fees paid by full-time and part-time students, the Student Senate plans and directs many campus programs, including concerts, comedy entertainment, student-faculty sports competitions, exhibition fairs, dances, and COA Activity Day. In addition, the Student Senate lends financial support to student clubs, organizations, publications, intramurals, fine arts events, and projects which directly benefit students.

More than 15 clubs and organizations are active on the college's main and Dare County campuses. These include special interest groups such as the Art Club, Environmental Club, SADD, Biology Club, and Foreign Arts Club. Clubs related to curriculum studies, including nursing clubs, and the Cosmetology Club, are also active.

Two performing groups, the COA Chorale and the COA Pops Band, welcome new members. The COAST (College of The Albemarle Student Theatre) Players also provides an opportunity for students to perform and produce plays in the college's Community Center Auditorium.

The student newspaper, *The Student Voice* at the campus in Elizabeth City; the yearbook, *Beacon*; and the literary magazine, *Argus*, are published by students. Working on these publications gives students an opportunity to explore their own creativity within the media arts as well as an opportunity to work in editing, advertising, and photography.

Membership in the college's national scholastic fraternity, Phi Theta Kappa, is by invitation to students who show high scholastic standing, character, leadership, and service while at College of The Albemarle.

The college also provides comprehensive drama and musical programs, a convocation series exploring a number of areas of student interest, and fine arts events designed to expose students, faculty, staff, and area residents to cultural art forms not usually available in Northeastern North Carolina.

The Department of Health and Physical Education offers a program of intramural sports. Participation in intramural sports is voluntary, and no college credit is awarded. Activities offered through the intramural program are correlated with those taught in physical education courses to provide students an opportunity to practice their skills in actual competition.

## VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Department of Veterans Affairs (DVA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms, students should contact local Veterans Affairs offices.

Most curriculum courses listed in the catalog are approved for veterans training as well as the GED high school equivalency programs. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local DVA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle. The Registrar should be contacted for general information concerning DVA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, below are some special conditions for the enrollment of veterans and/or dependents of veterans.

1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. **NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:**
  - a. Application for admission;
  - b. High school transcript or its equivalent (GED);
  - c. Official transcripts of all previous education or training; and
  - d. Placement test scores if required for curriculum.
2. Changing Curriculum: Any deviation from an educational objective approved for DVA benefits constitutes a change of program. A Request for Change of Program (DVA Form 22-1995) must be filed with the DVA at the beginning of the quarter in which the change is anticipated.
3. Address Change: The DVA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the N. C. Department of Veterans Affairs.
4. Auditing Classes: The DVA does not recognize auditing as part of a normal class load. Should a change to audit, allowable only until the last day to add classes, reduce the student's course load below the number of hours necessary to be considered a full-time student, the Registrar must notify the DVA of such change; and assistance pay will be adjusted accordingly. The following is a chart for determining student status for payment purposes:

### Credit Hour Enrollment:

- |             |                |
|-------------|----------------|
| 12 or more  | — full time    |
| 9-11        | — 3/4 time     |
| 6-8         | — 1/2 time     |
| less than 6 | — tuition only |
5. Class Attendance: Students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the DVA of a reduced course load, which could affect assistance payments.
  6. Withdrawals: Courses dropped after the official drop period (not to exceed 30 days, usually five days) which reduce the certified rate of pursuit could result in the reduction in rate of pursuit being retroactive



to the beginning of the term. This applies particularly when a non-punitive grade is given by the instructor and no mitigating circumstances exist. Mitigating circumstances as defined by the DVA include the following:

- a. Serious illness of the eligible veteran or person;
  - b. Serious illness or death in the eligible veteran's or person's immediate family; or
  - c. Immediate family or financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course.
7. Special Restriction: Federal regulations prohibit the enrollment of an eligible veteran in any curricula for a period during which more than 85 percent of the students enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the school, by the Department of Veterans Affairs, and/or by grants from any federal agency.
  8. A veteran or other eligible person may not repeat any course for which credit has been granted and use those hours as a part of the DVA certification.
  9. The school will report unsatisfactory progress at the end of the second term of Conditional Status when the eligible person has failed to reach minimum academic standards. The eligible person will not be recertified until the overall GPA is within the Scale for Determining Satisfactory Academic Progress.

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE EDUCATIONAL OBJECTIVE APPROVED FOR THE DEPARTMENT OF VETERANS AFFAIRS BENEFITS AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.

Records of progress are kept on both veteran and non-veteran students. Progress records are furnished to the students at the end of each scheduled school term.

## STUDENT RIGHTS, RESPONSIBILITIES, AND REGULATIONS

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college. Students are required to know and follow the college regulations listed below.

### *Academic Integrity*

1. Each student is held responsible for information published in the College of The Albemarle Catalog, Student Handbook, and announcements placed on student bulletin boards.
2. Cheating and plagiarism are those processes of utilizing as one's own, another's work, words, or ideas. Those processes are not the mark of the competent college student; students who use them are subject to disciplinary action by the college.
3. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, and political beliefs. Students interested in information concerning campus demonstrations are required to consult with the Dean of Student Development.

### *Courtesy/Social Behavior*

4. Dress of students and/or their guests should be appropriate for the school function involved.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, Student Center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. Admittance to all social events will be by student identification cards.
7. No outside guests, other than a student's date, are allowed at college social events.
8. General misconduct by students and/or their guests at college functions will subject students to disciplinary action by the college Disciplinary Committee.
9. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, Student Center, shops, and classrooms.
10. College of The Albemarle prohibits sexual harassment of staff, faculty, and students. "Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or

physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

#### *Safety/Legal Concepts*

11. Any and all actions or materials prohibited by federal, state, and city/county law are also prohibited on the college campus.
12. The use of skateboards on campus is prohibited.
13. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and be subject to disciplinary action.
14. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.
15. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any college building or vehicle or other property owned, used, or operated by the college.

#### *Respect for Normal Operation*

16. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites

others to engage in individual or collective conduct which destroys or significantly damages any college property; which impairs or threatens impairment of the physical well-being of any member of the college community; or which because of its violent, forceful, threatening, or intimidating nature or because it restrains freedom of lawful movement or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be inclusive, illustrate offenses which are regarded as obstructive and disruptive:

- a. Occupation of any college building or part thereof with intent to deprive others of its normal use;
- b. Blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;
- c. Setting fire to or by any other means destroying or substantially damaging premises;
- d. Any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus;
- e. Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; and
- f. Blocking normal pedestrian or vehicular traffic on or into any college campus.

(Also see APPEALS OF SUSPENSION, CLASS ATTENDANCE POLICY, SUBSTANCE ABUSE POLICY, and SEXUAL HARASSMENT POLICY)

## **SUBSTANCE ABUSE POLICY**

College of The Albemarle provides a safe and healthy environment for students and employees to pursue academic excellence, technical and vocational training, career opportunities, and personal growth and development.

Protecting this environment includes keeping it drug free.

Under no condition will intoxicating liquor (defined as any beverage containing as much as one-half of one percent of alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on

college property. Off-campus college-sponsored events are subject to the requirements of state and federal laws (Chapter 18B of General Statutes of North Carolina, 21 CFR Part 1308 and other Federal Regulations). Students representing the college at off-campus events are required to know and follow the student rights and responsibilities printed in the current catalog. No student organization or club shall purchase, give away, or sell any aforementioned intoxicating beverage or substance. Anyone known to be under the influence of same is prohibited from the college property. In addition, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

"Controlled substances" include any drug listed in 21 CFR Part 1308 and other federal regulations. Generally, these include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

Alcoholic beverages include beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

Any employee or student convicted of violating any criminal drug statute while in the workplace, on the college premises, or while part of a college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion. An alternative may include completion of an approved drug abuse or alcohol rehabilitation program as a precondition for continued employment or enrollment at the college.

Students and employees must inform the college in writing within five days of being convicted of a violation of any criminal drug statute or alcoholic beverage statute that occurred while on the college campus or while participating in college-sponsored activities.

If employees working under federal grant monies are convicted of violating drug laws in the workplace, on college premises, or as part of a college-sponsored activity, they will be reported to the appropriate federal agency. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Students receiving a Federal Pell Grant must abide by the Anti-Drug Abuse Act Certification printed on the Student Aid Report

tors, department heads, and supervisors are responsible for disseminating and enforcing this policy.

"Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or, such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Any staff member, faculty member, or student, male or female, found to have engaged in sexual harassment, whether or not same rises to the level of a civil rights violation, will be subject to appropriate disciplinary measures commensurate with the offense, including but not limited to termination of employment or expulsion as a student. Any staff or faculty member who receives a complaint of sexual harassment from another staff or faculty member or student and fails to report the complaint to the proper office shall be subject to appropriate disciplinary action, including but not limited to termination of employment.

Retaliation in any form against any person who has made a complaint of sexual harassment in violation of the policy of College of The Albemarle is prohibited. Retaliation is defined as seeking to get back at or punish or cause harm or detriment to the employment or academic standing of a person who asserts a claim of sexual harassment. Regardless of the merits of the alleged sexual harassment, any staff member, faculty member, or student found to have retaliated, or threatened to retaliate, against any person pursuing his or her rights under the college's "Sexual Harassment Policy and Procedures" shall be subject to appropriate disciplinary measures, including but not limited to termination of employment or expulsion as a student.

## SEXUAL HARASSMENT POLICY

A policy of College of The Albemarle prohibits sexual harassment of staff, faculty, and students. All administra-

Due to the sensitive nature of conduct constituting sexual harassment, a balance must be struck between confidentiality and due process. Accordingly an informal grievance procedure shall be offered with a view toward confidentiality and a formal grievance procedure shall be offered with a view toward traditional concepts of due process. For more information regarding these procedures, please contact the Dean of Student Development or the Affirmative Action Officer.

## COLLEGE DISCIPLINARY COMMITTEE

The purpose of the College Disciplinary Committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior, to judge the guilt or innocence of students so charged, and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Development, and the Dean of Instruction. The Dean of Instruction serves as the chairperson and votes only in the event of a tie. The Dean of Student Development, as a representative of the student's interests, will be a non-voting member.

## STUDENT DISCIPLINARY PROCEDURES

Any student, faculty member, or administrator may file a written complaint against a student. The complainant must notify, in writing, the Dean of Instruction of the complaint and request that the College Disciplinary Committee be convened to hear the charges. The complainant must specify the rule(s) and/or regulation(s) that have allegedly been violated according to the Student Rights, Responsibilities, and Regulations as written in the *Policy and Procedure Manual* and included in the *Student Handbook*. The following procedure will then be initiated:

1. The Dean of Instruction shall distribute copies of the written complaint to the committee members and to the student against whom the complaint is lodged. A copy of the charges shall be hand delivered to the accused by the Dean of Instruction (or designee) or mailed to the student's residence. The Dean of Instruction will request a written response to those charges to be submitted prior to the scheduled hearing.
2. The Dean of Instruction will notify committee members, the complainant, and the accused of the hearing date and time. No less than 20 working days will elapse between the receipt of the complaint and the hearing. The complainant and/or accused may request an extension of time, up to two days prior to the hearing. This request must be in writing and addressed to the Dean of Instruction. If the request is granted, all parties and committee members will be notified of the change of hearing date. The Dean of Instruction must be notified, if either party is unable to appear at the scheduled hearing for a valid reason, and the hearing will be rescheduled.
3. If either party fails to appear at the scheduled hearing without valid reason, the committee will make its decision based upon the written documentation submitted by each party prior to the hearing. The consequence for the accused student not appearing without a valid reason will be automatic suspension for the remainder of the current quarter and until a hearing with the accused has been conducted, and a decision arrived at by the College Disciplinary Committee.
4. No member of the College Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Dean of Instruction except in the event of replacing the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
5. At the hearing, the Dean of Instruction shall preside. The Dean of Student Development shall present any information relative to the situation.
6. Both the accused and the complainant will each present their own case and shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses. Both shall have the right to be accompanied by an advisor of their choice.
7. Members of the committee shall have the right to call other persons to appear and to question anyone present.
8. Any member of the college faculty or staff, or any student or group of students, or witnesses, or advisors may appear only with prior permission of the committee.
9. The Dean of Student Development may make a recommendation to the committee.
10. The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a

recording). In addition, the Dean of Instruction shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the Dean of Instruction's office; another kept in the Dean of Student Development's office (to be retained in files separate from the student's permanent academic files); and the third shall be mailed to the student. The recording shall be retained by the Dean of Instruction.

11. An appeal of a decision by the College Disciplinary Committee may be made in writing by the accused and/or complainant to the President of the college within ten working days after the student has received notice of the decision of the committee. The President will judge the merit of the appeal considering the committee's report and the procedure followed in the hearing.

## STUDENT GRIEVANCE PROCEDURES

### I. Grievance Procedures on the Informal Level

- A. Students who think they have received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, students may feel more comfortable in first discussing the problem with one of the Student Development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.
- B. If this discussion does not resolve the situation, the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chairperson; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean; and if the grievance involves a dean, the student should discuss the problem with the President of College of The Albemarle.

### II. Grievance Procedures on the Formal Level

- A. A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate dean. This document must be submitted within 20 days after the alleged grievance occurred. The grievance must be dated and signed by the student and must include the following:
  1. A detailed description of the grievance and the facts related to the grievance;

2. An identification of the person, policy, or procedure against whom or what the grievance is filed;
  3. An explanation of the steps taken in an effort to resolve the grievance at the informal level; and
  4. A description of the student's idea of a satisfactory resolution.
- B. The dean will review the grievance, make such inquiries as deemed appropriate, and provide the student with a written response within 15 working days. The decision will include the following:
    1. A disposition of the grievances and discussion of the steps taken in the inquiry; and
    2. Subsequent appeals steps possible for the student, such as pursuit of the grievance through discussion with the President of College of The Albemarle and/or appropriate college committees.

### III. Appropriate Channels for Appealing Grievances at the Formal Level

- A. A student who has an unresolved complaint involving a faculty member or a problem concerning an academic matter should submit a grievance to the Dean of Instruction.
- B. A student who has a problem concerning a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the Dean of Student Development.
- C. A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the Personnel Officer.

## STUDENT RECORDS — CONFIDENTIALITY AND RELEASE

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education Rights and Privacy Act of 1974, as enacted by Congress, the college makes the following information known:

- I. Types of educational records and information which directly relate to students and which are maintained by the college
  - A. Permanent Student Files: transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms; and

- B. Transcripts: academic record of all courses taken while enrolled at the college.
- II. The official responsible for maintaining each type of record, the persons who have access to those records, and the purpose for which they have access
  - A. The Registrar: responsible for maintaining student files and transcripts;
  - B. The permanent clerical staff in the Student Development Office: access to the files for maintenance purposes;
  - C. The counselors and faculty advisors: access to the files for use in academic advisement;
  - D. Members of the Academic Appeals Committee: access when a case comes before the committee; and
  - E. Other authorized college committees: access whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.).
- III. The policy of the college for reviewing, maintaining, and expunging records
  - A. Allows the college to destroy all student records except the official transcript five years after the student leaves the college.
  - B. Acknowledges that parents and legal guardians of independent students 18 years of age or older do not have a right to view student records, grades, tests scores, etc., unless written consent from the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records *without* the written consent of the student.
  - C. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the college.
  - D. Official transcripts will be forwarded *only upon written request from the student*.
  - E. Written permission from the student is required before grades or records of students are released to faculty or to any agency, except as outlined in II preceding (Forms are available in the Registrar's office for this purpose.)
  - F. Permits instructors to post final exam and end-of-course grades provided numerical codes are used, unless the student notifies each instructor five days before the end of the quarter that he or she does not wish his or her grades to be posted.
- IV. The procedures established by the college providing access to student records

- A. Upon receipt of a written request from the student, the Registrar within 30 days is responsible for the following:
  - 1. Allows the student to inspect and review the permanent file and transcript;
  - 2. Provides the student with copies of the material at a cost of \$.50 per page;
  - 3. Interprets the records to the student; and
  - 4. Allows the student to challenge, in writing, the content of the files. (Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. The student shall also have the opportunity to insert into his/her file any written explanations he or she deems appropriate.)
- B. Student Directory Information includes name, address, and phone number; date and place of birth; program of study; participation in officially recognized activities; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and graduation honors. A student may make a written request to the Registrar to have his/her record closed.
 

Students who do not wish to have any or all "directory information" made public without their consent must give to the Registrar (Room A-121) each quarter a signed and dated notice specifying the information not to be released.

## STUDENTS "RIGHT TO KNOW"

Students interested in learning the graduation or completion rates of previously enrolled students may request this information from the Registrar (Room A-121). Success rates on licensure examinations for graduates are also available. This information is also published in the COA's Institutional Effectiveness Plan and/or College Fact Book.

## EMERGENCY MESSAGE PROCEDURE

College of The Albemarle does not have an intercom system or message center. Please inform persons such as relatives, day care providers, children's schools, etc. that messages will **only** be delivered in an **emergency/medical situation**. Emergency messages are taken at the following numbers 335-0821, ext. 290, 221, or 218 and an attempt to locate the student in class is made; however, if the student is not in class, the message cannot be delivered.

# ACADEMIC REGULATIONS

## THE CATALOG AND THE STUDENT'S PROGRAM

The College of The Albemarle Catalog is published every two years and provides a description of the college's admission policies, program requirements, course offerings, and academic regulations.

To be eligible for graduation from the College of The Albemarle, the student must have fulfilled all of the course requirements of the curriculum as outlined in the college catalog. The catalog to be used to determine graduation requirements is the one in effect at the time of the student's initial curriculum enrollment at the college. The catalog to be used in certifying graduation shall have been in effect no more than six years prior to the quarter of the student's graduation. If a student drops out for a period of two years or longer, upon re-enrollment, the current catalog will be used for certifying graduation of that student. Students always have the choice of graduating under the current catalog.

Faculty and counselors will make every attempt to give effective guidance to all students; however, final responsibility for meeting all academic requirements rests with the student.

## ASSOCIATE DEGREE GRADUATION REQUIREMENTS

### I. General Statement

#### A. General Requirements

The college awards the degrees listed below to persons who have fulfilled the following requirements:

1. At least 96 credit hours must be completed with at least a 2.0 ("C") grade point average. If students, as a result of placement tests or grades, are found to be deficient in math, English, and/or reading skills, they will be accepted for curriculum study and will be required to take appropriate Developmental Education courses. In this case, the total number of hours will exceed 96.
2. Courses with a two-digit course number are not applicable toward any degree.
3. Courses with a four-digit course number, or a developmental classification are not applicable toward the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree.

4. All of the requirements listed in the appropriate catalog (see preceding section) must be completed.
5. Of the last 45 hours of work completed for a degree, at least 36 must be completed at College of The Albemarle.
6. Any individual who has served in the Armed Forces of the United States of America for a minimum of 18 months of active duty or who is eligible for veterans benefits is exempt from the physical education requirements. Elective hours are required in substitution of the waived physical education hours.

#### B. Other Requirements

1. Degrees will not be awarded to students with financial obligations to College of The Albemarle.
2. Candidates for degrees and diplomas must participate in graduation exercises and pay the graduation fee.

### II. Associate Degree Requirements

- A. Requirements for Associate in Arts, Associate in Science, and Associate in Fine Arts degrees are outlined in the Programs of Study section of this catalog under College Transfer Programs.
- B. Requirements for the Associate in General Education degree are outlined in the Programs of Study section of this catalog under General Education (G-020).
- C. Requirements for the Associate in Applied Science degree are outlined in the Programs of Study section of this catalog under Technical Programs.

## VOCATIONAL DIPLOMA REQUIREMENTS

A diploma is awarded to students who successfully, with a grade of 2.0 ("C") or above, complete a prescribed vocational program of study which is at least four quarters in duration. (See the section in this catalog entitled Programs of Study for specific diploma requirements.) The last 36 quarter hours of the program must be completed at College of The Albemarle.

## CERTIFICATE REQUIREMENTS

A certificate is awarded to students who successfully complete, with a grade of 2.0 ("C") or above, a program of instruction which is three quarters or less in duration.

## CREDIT BY EXAMINATION

### I. College Level Examination Program (CLEP) — Subject Examinations

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

College credit is granted for CLEP Subject Examinations contingent upon the following:

- A. Examinee must score at or above the score recommended by the Council on College Level Examinations;
- B. Credit will be granted only for those Subject Examinations which parallel courses appearing in the college catalog in force at the time a student applies for credit;
- C. Credit hours granted for a Subject Examination will be the same amount of credit which the college grants upon successful completion of the equivalent course or sequence of courses (e.g., If an examinee successfully passes the American History Subject Examination, which covers the equivalent of the course work, the examinee would receive nine quarters hours of credit.);
- D. Total credit granted for Subject Examinations shall not exceed 45 quarter hours; and
- E. Credit for Subject Examinations is not granted until the examinee has enrolled as a student at College of The Albemarle and passed 12 credit hours with a 2.0 ("C") or better grade point average.

College of The Albemarle is not authorized to award credit for CLEP General Examinations.

Additional information regarding CLEP Subject Examinations is available in the Student Development Office.

### II. College of The Albemarle Proficiency Examinations

These examinations function as a method for obtaining credit by examination in subjects not covered by CLEP Subject Examinations. A student may present a request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels the student's background should enable the

student to pass the examination. An examination, agreed upon by a majority of the members of the department involved, must be prepared following the request of the student, administered before the last day for adding courses, and graded by two department members.

For placement in a proper level foreign language class at College of The Albemarle, the instructor will make the determination based on a mini-examination or oral interview during or prior to the first week of class. To receive credit at College of The Albemarle for previously learned foreign language expertise, CLEP is the proper method.

The examinee will not receive a letter grade or quality points; however, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation but will not be counted in computing a grade point average.

The student may request to receive credit for a given course by way of a proficiency examination only one time. Subsequent attempts to receive credit must be via regular enrollment in the course.

Students should contact the Student Development Office for additional information.

## CERTIFIED PROFESSIONAL SECRETARY EXAMINATION

Some secretarial students who have demonstrated experience may be interested in taking the Certified Professional Secretary (CPS) examination and, by doing so, may earn up to 48 quarter hours credit toward the Associate in Applied Science degree. The CPS rating is obtained by completing and verifying the educational and secretarial employment experience requirements and by passing a six-part, two-day examination administered biannually in May and November by the Institute for Certifying Secretaries, which is a department of Professional Secretaries International.

Those who are eligible to take the CPS examination include secretaries employed full time, experienced secretaries, college and university students, and business educators.

The CPS examination consists of six parts including behavioral science in business, business law, economics and management, accounting, office administration and communication, and office technology. The total cost for taking the six-part examination is approximately \$125. Additional information is available by contacting the Dean of Student Development.



## GRADING SYSTEM

Students receive grades in each course at the end of the quarter. Instructors, using numerical codes, may post grades outside their offices shortly after final grades are determined. Grade reports are mailed to students within a few days after the end of each quarter.

The grading system is as follows:

Grade	Interpretation	Quality Points Per Quarter Hour
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I Incomplete — a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the Incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the summer quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

AUDIT Will be interpreted as an official statement of intent to audit the course at the time of registration.

W Voluntary withdrawal by the student or administrative disenrollment by the instructor after the drop period. A grade of "W" is assigned until the end of the fifth week following the first day of classes for any quarter. After the "Last Day to Withdraw Without Grade Penalty" (listed in the academic calendar), instructors may assign a grade of "F" on the Registration Change Form or final grade roster.

A few courses offered by the college are graded on a pass (P), repeat (R) basis. This is indicated in the course descriptions.

## ACADEMIC HONORS

The college recognizes student academic achievement through the following:

### I. Dean's List

To qualify for the Dean's List, a student must earn a minimum of 12 quarter hours of course work and attain at least a 3.50 grade point average, with no grade being below a 2.00 ("C").

### II. Commencement Marshals

Rising sophomores who are first-time freshmen and who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

### III. The President's Service Cups

The President's Service Cups are awarded by the President of College of The Albemarle at the spring or summer graduation to a graduating candidate from the main campus and to a graduating candidate from College of The Albemarle's Dare County Campus. The President's Cup is presented to the two graduating candidates who have made significant contributions of service to their campus. Student nominations are made on each campus by a committee composed of the department chairpersons, club advisors, and Student Development staff. Names of nominees are submitted to the Dean of Instruction's office. Pertinent graduation information is verified with the Dean of Student Development, and the names of eligible nominees are distributed and voted on by full-time faculty and administrative staff. Votes are returned to and processed by the Dean of Instruction's office.

### IV. Honor Seals

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point averages noted below. The appropriate citation is also read when awarding the degree or diploma during graduation exercises.

#### Honor Seal

#### GPA

summa cum laude (with highest honors)	3.85-4.00
magna cum laude (with high honors)	3.70-3.84
cum laude (with honors)	3.55-3.69

### V. Who's Who Among Students in American Junior Colleges

All College of The Albemarle students who meet the GPA and credit hour requirements are notified of their eligibility and of details regarding application for membership in Who's Who in American Junior Colleges. To be selected, applicants must have a 3.0 ("B") GPA; have earned sophomore status with a minimum of 42 credit hours toward a college transfer or technical program; be approved by two faculty/staff members; submit a completed Who's Who nomination form; and be participating members of a college club, publication staff, or intramural team.

## POLICY FOR ENCOURAGING ACADEMIC PROGRESS

The college's policy for encouraging academic progress is based on the following: prevention of failure; remediation; and as a last resort, exclusion from a program or from the college. The policy applies to all full-time and part-time curriculum students.

To impress upon students the necessity of maintaining a good academic record, the college has established the following methods for informing students about academic concerns:

### I. Academic Alert

This is a non-punitive method with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic alert means students will be notified of their status and will be required to report to their counselor or advisor, who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified. (See number 4 below.)

Students will be placed on Academic Alert if they have less than an overall 2.00 GPA ("C") for any one quarter.

### II. Conditional Status

Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

Credit Hours Attempted	Minimum GPA
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65-80	1.90
81 and above	2.00

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative GPA in the succeeding quarter. Exception: This scale does apply every quarter for students receiving veterans educational assistance.

Students should pay special attention to the following:

1. Students on Conditional Status may enroll for a maximum of 12 credit hours.
2. Students transferring from College of The Albemarle should be aware that the receiving institution may include all college work ever attempted in computing the GPA.

3. Students enrolled in Developmental Education courses who are on Academic Alert or Conditional Status are encouraged to meet with the Director of Student Support Services at the beginning of the quarter and more often if necessary.

### III. Academic Suspension

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended or directed to a more appropriate program offered by the college. Any student who fails to fulfill the conditions set forth under Conditional Status will be suspended immediately. Vocational students who do not pass at least one-third of their work on an hourly basis will be suspended for one quarter. Students should be advised they must attain at least a 2.0 GPA to graduate and receive a diploma.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any quarter may be given permission by the Dean of Student Development to continue as a Conditional Status II student for the next quarter without being suspended or without appealing their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any quarter thereafter will be suspended but will still maintain the right to appeal.

Suspended students who enroll in summer school and increase their overall GPA to meet the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

## APPEALS OF ACADEMIC SUSPENSION

The Academic Appeals Committee is composed of the Faculty Senate Executive Committee, the Dean of Instruction, and the Dean of Student Development — all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee, which considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. If the student is a participant in the student support services program, the Director of Student Support Services is also a consulting member of the Academic Appeals Committee.

All letters from suspended students must be received by the Dean of Student Development no later than noon of the second day of classes of the quarter following suspension. The committee meets at 12:00 noon on the third or

fourth class day of the quarter, whichever falls on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for the committee to consider appeals. The committee is chaired by the Chair of the Faculty Senate Executive Committee.

The Dean of Student Development is responsible for distributing letters of appeal and student transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, which includes their home address and telephone number, to the Dean of Student Development. The Dean of Student Development will notify the students of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

## COURSE LOAD

Sixteen credit hours of college work is considered the normal student load. Permission must be obtained from the Dean of Instruction or Dean of Student Development for scheduling more than 18 hours of work except when students are registering for the specific course load designated in their occupational program of study.

A student enrolled in at least 12 hours of work is considered a full-time student. For students to gain sophomore status at the college, they must earn a minimum of 42 credit hours.

## COURSE REPETITION POLICY

A student may enroll in a course no more than three times for credit, audit, or credit by examination. Credit by examination may be attempted only once. A student may repeat a course to attempt to improve a grade or replace a withdrawal. All grades, including the record of an audit, will appear on the student's official transcript. Effective Fall 1994, only the higher grade will be used for computing total credit hours attempted, total quality points earned, and quality point averages (GPAs).

**Pass/Repeat** courses **do not** apply to the course repetition policy.

## FRESH START POLICY (Academic Forgiveness)

Any former College of The Albemarle student who has experienced a lapse of enrollment at College of The Albemarle for a period of three consecutive academic years may petition **only once** to the Dean of Instruction to have all course work, or any below-average grades and hours attempted, disregarded in calculating the student's grade point average. Upon re-enrolling following the

lapse, the student must first complete 18 quarter hours of credit course work with a minimum 2.0 GPA before requesting grade forgiveness. If the request is approved, the record of the earlier course work affected remains on the student's transcript but is not calculated in the cumulative GPA. Honors, if applicable, will be awarded based upon the new, Fresh Start GPA. Eligibility for student financial aid is subject to satisfactory academic progress requirements based upon all academic work attempted.

## CLASS ATTENDANCE POLICY

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course. Some programs may follow a more rigid attendance policy due to regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chairperson. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

## DROPPING AND ADDING COURSES

At the beginning of each quarter, there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog and in the quarterly class schedules. Students wishing to change their schedule should consult with their advisor or counselor. However, it should be noted that students are advised to exercise good judgment and concern when registering with their advisor or counselor so that a class schedule can be devised in which no changes will be needed for the duration of the quarter.

During the first week of classes and if the advisor or counselor agrees that a change is in order, the student's advisor or counselor and the student must complete and sign the drop/add form, called a Registration Change Notice. In addition, all financial aid students must have their Registration Change Notice approved by the Director, Scholarships and Student Aid. Finally, all such changes must be approved by the Registrar and validated by the Cashier.

From the second through the fifth week of classes, students dropping courses must see their instructor in addition to the advisor. A Registration Change Form must be completed and taken to the Student Development Office by the student.

## **COURSE SUBSTITUTIONS**

Under certain circumstances, it is necessary for students to request a course substitution for a stated graduation requirement. Forms for this purpose are available in the Student Development Office.

## **CURRICULUM CHANGES**

There are times when students' aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, students should consult with their advisor or counselor to explore the possibilities of alternative curricula which might better serve their aptitudes and interests.

Because of the unique nature of each program, students requesting transfer credit will have their academic record evaluated in terms of their educational goals. Credit and quality points in transfer will be granted by the Dean of Student Development only for those courses which are applicable in the new curriculum, and the student will be held accountable for those courses which are "common" in both their old and new curricula.

## **WITHDRAWAL FROM COLLEGE**

Students who withdraw from the college must confer with their advisor or counselor to complete the withdrawal sections of the Registration Change Notice. Financial aid recipients must also confer with the Director, Scholarships and Student Aid. To ensure that obligations to and withdrawals from the library are accounted for by the student, the Director of the Learning Resources Center must also sign the form. The Director of Accounting must also sign the form to ensure that tuition and fees have been received before tuition refunds are authorized.

## **VISITORS POLICY**

Visitors are welcome at the college. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is prohibited.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chair. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

# PROGRAMS OF STUDY

## OBJECTIVES

Within the framework of College of The Albemarle's mission statement, students who graduate from associate degree and diploma programs should be capable of the following:

1. Communicate effectively in speaking, writing, reading, and listening;
2. Apply concepts and/or performing skills in their chosen careers;
3. Use information to analyze problems and make logical decisions;
4. Demonstrate positive interpersonal skills in various aspects of life; and
5. Demonstrate quantitative (numerical and/or computational) skills.
6. Demonstrate competence in the basic use of computers.

The college utilizes a three-level approach to curriculum design: general, program, and course objectives. Program objectives and individual course outlines are on file in the Dean of Instruction's office. Program descriptions are included on the following pages.

## COLLEGE TRANSFER PROGRAMS

College transfer programs are designed to provide academic course work which is transferable to senior institutions. The programs include courses for those wishing to pursue studies leading to the Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees and for those transferring into almost any program at a four-year college or university after completing their studies at College of The Albemarle.

If properly selected, course work should transfer without loss of credit, and students should be granted junior status at a senior institution after their graduation from College of The Albemarle. Students who are undecided about their four-year degree objective should consult one of the Student Development counselors.

College of The Albemarle provides professional counseling and faculty consultation to help students plan their program and course selection for transfer to the college or university of their choice. Students should realize that requirements vary at senior institutions; therefore, they should refer to the catalog of the institution to which they plan to transfer. Final responsibility for selecting the proper courses rests with the student.

Students enrolled in college transfer programs should understand that College of The Albemarle, as a comprehensive community college, offers only the first two years toward a bachelor's degree. Because of this, junior-level and senior-level "major" courses must be taken at the four-year college or university to which the students transfer.

Students may select courses which meet the general education requirements for the programs listed below.

### I. Programs of Study

Pre-Agriculture	(C-001)
Pre-Art	(C-003)
Pre Business Administration	(C-004)
Pre-Business Education	(C-026)
Pre-Computer Science	(C-040)
Pre-Criminal Justice	(C-037)
Pre-Dental	(C-005)
Pre-Drama	(C-006)
Pre-Elementary Education	(C-020)
Pre-Engineering	(C-007)
Pre-Forestry	(C-008)
Pre-International Studies	(C-036)
Pre-Law	(C-010)
Pre-Liberal Arts	(C-011)
Pre-Mathematics	(C-012)
Pre-Medical	(C-013)
Pre-Music	(C-015)
Pre-Nursing	(C-023)
Pre-Pharmacy	(C-017)
Pre-Science	(C-018)
Pre-Secondary Education	(C-028)
Pre-Social Work	(C-019)
Pre-Veterinary	(C-021)

### II. Associate Degree Requirements

#### A. Associate in Arts Degree

The Associate in Arts Degree is designed to meet the two-year general college requirements of four-year colleges and universities. The curriculum is sufficiently broad-based to allow College of The Albemarle students, after two years of study, to transfer with junior-level status in almost any academic or pre-professional field ranging from traditional academic areas such as economics, education, psychology, biology, and English to

pre-professional areas such as medicine, law, pharmacy, and business-related activities. This curriculum is also suited to students who prefer a broad educational background without definite transfer plans.

**Qt. Hrs.**

English Composition (ENG 101, 102, and 103)	9
Mathematics (5 hrs. from MAT 201, 202, and 203 or 9 hrs. from MAT 121, 122, 123, and 211)	5-9
Natural Sciences	12
Humanities	18
Social Sciences (HIS 101, 102, and 103 required)	15
Health or Safety & Phy. Ed. (3 hrs. activity courses required)	6
College transfer electives	27-31
A minimum of 30 quarter hours at the 200 level is required.	

**B. Associate in Science Degree**

The Associate in Science Degree is designed to provide students with the basic courses required of freshman and sophomore science majors at senior institutions. The program of study prepares students to continue their studies in science and mathematics.

**Qt. Hrs.**

English Composition (ENG 101, 102, and 103)	9
Mathematics (MAT 201 and 202)	10
Natural Sciences	24
Humanities	9
Social Sciences (HIS 101, 102, and 103 required)	9
Health or Safety & Phy. Ed. (3 hrs. activity courses required)	6
College transfer electives	29
A minimum of 30 quarter hours at the 200 level is required.	

**C. Associate in Fine Arts Degree**

The Associate in Fine Arts Degree is designed to provide students with the basic courses required of freshman and sophomore art, music, and drama majors at senior institutions. The program of study prepares students to continue their studies in the fine arts.

**Qt. Hrs.**

English Composition (ENG 101, 102, and 103)	9
Mathematics (MAT 121 or higher)	6
and/or Nat. Sciences	12
Humanities	12

Social Sciences (HIS 101, 102, and 103 required)	9
Physical Education Courses	3
Professional Courses	36-54
ART: ART 100, 101, 102, 110, 111, 112, 113, 210, 220, CER 210, DES 110, and DFT 101	38
or	
DRAMA: SPH 102, 201, and 210	
DRA 117, 118, 119, 124, 125, 126, 130, 131, 151, and 152	39
or	
MUSIC: MUS 102, 103, 104, 202, 203, 204, 105, 106, 107, 205, 206, 207, 117, 118, 119, 217, 218, and 219	36
Voice, Piano, or Organ	12-18
College Transfer electives to complete at least 96 credit hours.	

**III. Definitions****A. Humanities**

Music, art, ceramics, design (creative and aesthetic), drama, literature, oral interpretation of literature, foreign language, and SPH 210

**B. Natural Sciences**

Biology, chemistry, marine science, physical science, and physics

**C. Social Sciences**

Economics, geography, history, political science, psychology, and sociology

**D. Oral Communications**

Speech, except for SPH 210

**E. Electives**

All college transfer courses as described in the COURSE DESCRIPTIONS section. Certain ACC, ARC, BUS, CAS, CSC, DFT, MKT, and OSC courses may be used as electives. Such courses are indicated in their course descriptions.

**TRANSFER AGREEMENTS**

In an effort to provide students enrolled in college transfer programs and certain technical programs with accurate information concerning course transferability, the Student Development Office maintains a complete and detailed listing of institutions with transfer agreements. Students who plan to transfer are encouraged to visit the Student Development Office for additional information.

**GENERAL EDUCATION (G-020)**

The General Education (G-020) program, which leads to an Associate in General Education degree, is designed for students who would like to tailor their studies to personal interests rather than to specific professional requirements. General Education program requirements are detailed below.

**Associate in General Education Degree**

This program is designed to serve individuals who would like to expand their knowledge, enrich their personal lives, and improve their understanding of the world today. The two-year non-transferable program is for students who are interested in a basic exposure to the liberal arts and who would like to tailor their program to personal interests rather than to specific professional requirements. Students may select college transferable courses to complete this degree.

I. Required Course	Quarter Hours
A. English and Literature	12
1. ENG 101, 102, and 103	9
2. One course in American or English Literature	3
B. Fine Arts	3
One three-hour course from one of the following areas:	
a. Art	
b. Music	
c. Drama	
C. Speech	3
SPH 102 or 201	
D. History and Social Sciences	12
1. Any three 100-level or 200-level courses from the following areas:	9
a. History	
b. Geography	
c. Political Science	
2. One 100-level or 200-level course from one of the following areas:	3
a. Economics	
b. Psychology	
c. Sociology	
E. Mathematics and Natural Sciences	6-10
1. Mathematics	3-5
a. Any math course	
b. BUS 104 — Business Mathematics	
2. Natural Sciences — Any course from the following areas:	3-5

- a. Biology
- b. Chemistry
- c. Marine Science
- d. Physical Science
- e. Physics

Total Required Courses	36-40
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II. Electives (100-level or 200-level courses)	60-56
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III. A minimum of 30 quarter hours at the 200 level is required.

Total Credit Hours Required for Graduation	96
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**TECHNICAL PROGRAMS**

Technical programs prepare students for entry-level jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions. Students enrolled in technical programs, in addition to taking courses which are occupational in nature, take general education courses.

Technical programs are designed to lead to immediate employment and not for transfer to a senior institution. However, certain courses in the technical programs may be accepted for transfer credit by a four-year college or university.

Most technical programs are two years in duration and lead to the Associate in Applied Science degree.

Technical program requirements are detailed on the following pages. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction. The following technical programs are available at College of The Albemarle and, except for the Basic Law Enforcement Training, Real Estate (Technical Specialty), and Real Estate Appraisal programs, lead to the Associate in Applied Science degree:

Administrative Office Technology	(T-030)
Associate Degree Nursing (Registered Nursing)	(T-059)
Banking and Finance	(T-112)
Basic Law Enforcement Training (Certificate)	(T-189)
Business Administration	(T-018)
Business Computer Programming	(T-022)
Computer Engineering Technology	(T-040)
Criminal Justice - Protective Service Technology	(T-129)
Drafting and Design Engineering Technology	(T-043)
Electronics Engineering Technology	(T-045)
Medical Office Technology	(T-032)
Microcomputer Systems Technology	(T-192)
Paralegal Technology	(T-120)
Real Estate (Technical Specialty) (Certificate)	(T-166)
Real Estate Appraisal (Certificate)	(T-224)

## ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

### Associate in Applied Science Degree

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of office settings, including offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop the skills necessary in preparing business correspondence, reports, statistical copy, manuscripts, and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as in offices in local, state, and federal government.

#### First Year

First Quarter	Class	Lab	Cr. Hrs.
OSC 101 Keyboarding	3	2	4
BUS 106 Introduction to Business	5	0	5
OSC 110 Records Management	3	0	3
ENG 101 English Composition I	3	0	3
Elective (Humanities)	3	0	3
			18
Second Quarter	Class	Lab	Cr. Hrs.
OSC 204 Word Processing I	3	0	3
CSC 101 Introduction to Computers	3	3	4
BUS 104 Business Mathematics	5	0	5
ENG 102 English Composition II	3	0	3
* Elective (Nat. Sci. or Math.)			3-5
			18-20
Third Quarter	Class	Lab	Cr. Hrs.
OSC 206 Word Processing II	2	3	3
CAS 137 Microcomputer Spreadsheets	3	3	4
** BUS 109 Interpersonal Relations	3	1	3
BUS 108 Personal Finance	5	0	5
Elective (Soc. Sci. or Hum.)	3	0	3
			18
Summer Quarter	Class	Lab	Cr. Hrs.
ECO 201 Principles of Economics I (MQ 1)	3	0	3
** ECO 202 Principles of Economics II (MQ 2)	3	0	3
*** Elective (General)	3	0	3
			9

#### Second Year

First Quarter	Class	Lab	Cr. Hrs.
CAS 138 Microcomputer DBMS I	3	3	4
BUS 115 Business Law I	3	0	3
OSC 221 Transcription I	3	2	4
ACC 203 Principles of Accounting I	3	3	4
PSY 201 General Psychology I	3	0	3
			18
Second Quarter	Class	Lab	Cr. Hrs.
BUS 116 Business Law II	3	0	3
ACC 204 Principles of Accounting II	3	3	4
CAS 206 Desktop Publishing	2	3	3
BUS 209 Business Communications	3	0	3
SPH 102 Voice and Diction			
or			
SPH 201 Public Speaking	3	0	3
			16
Third Quarter	Class	Lab	Cr. Hrs.
OSC 208 Document Production	5	0	5
ACC 124 Payroll Accounting	3	0	3
OSC 210 Office Procedures	3	2	4
ACC 214 Computerized Accounting	3	0	3
BUS 271 Office Management	3	0	3
			18

Total Credit Hours Required for Graduation 115-117

- \* MAT 108 or higher must be taken when choosing a math elective.
- \*\* Six hours of Cooperative Education or OSC 264 may be substituted for BUS 109 and/or ECO 202.
- \*\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for ACC, BUS, CAS, or OSC.

## ASSOCIATE DEGREE NURSING (Registered Nursing) (T-059)

### Associate in Applied Science Degree

The Associate Degree Nursing curriculum is designed to prepare the graduate to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

#### First Year (Level I)

First Quarter	Class	Lab	Clin. Pract.	Cr. Hrs.
NUR 101 Basic Nursing Care	4	6	6	9
BIO 201 Anatomy and Physiology I	3	3	0	4
PSY 201 General Psychology I	3	0	0	3
SOC 201 Introduction to Sociology I	3	0	0	3
				19



**Second Quarter**

						Hours Per Week			Cr.
						Class	Lab	Clinical	
NUR 102	Nursing Care of Patients with Common Health Problems I	3	4	12	9				
BIO 202	Anatomy and Physiology II	3	3	0	4				
PSY 202	General Psychology II	3	0	0	3				
						<hr/>			16

**Third Quarter**

NUR 103	Nursing Care of Patients with Common Health Problems II	3	4	12	9				
BIO 203	Anatomy and Physiology III	3	3	0	4				
PSY 210	Human Growth and Development	3	0	0	3				
						<hr/>			16

**Summer Quarter**

NUR 104	Nursing Care of Patients with Common Health Problems III	3	0	12	7				
						<hr/>			7

**Second Year (Level II)****First Quarter**

*NUR 202	Nursing Care of Emerging Families and Children	5	0	12	9				
NUR 205	Leadership Principles and Management of Patient Care	3	0	0	3				
ENG 101	English Composition I	3	0	0	3				
	Elective (Humanities)				3				
						<hr/>			18

**Second Quarter**

*NUR 203	Nursing Care of Patients with Mental Health Problems and Families in the Home Setting	4	0	12	8				
NUR 206	Issues in Nursing	3	0	0	3				
ENG 102	English Composition II	3	0	0	3				
						<hr/>			14

**Third Quarter**

*NUR 204	Nursing Care of Patients with Common Complex Health Problems	4	0	12	8				
NUR 207	Role Transition: Student to Graduate	2	2	0	3				
ENG 103	English Composition III	3	0	0	3				
	Elective	3	0	0	3				
						<hr/>			17

Total Credit Hours Required for Graduation

107

\* NUR 202, NUR 203, and NUR 204 are offered each quarter.

**LPN-ADN Educational Mobility Program**

The goal of the LPN-ADN Educational Mobility program is to facilitate the educational mobility of the Licensed Practical Nurse to the Registered Nurse via the associate degree in nursing program. Licensed Practical Nurses by virtue of their educational preparation and experience have basic nursing skills and knowledge.

The following courses are for Licensed Practical Nurses who wish to enter the LPN-ADN Educational Mobility program with credit by validation:

**Hours Per Week**

Class	Lab	Clinical	Hrs.
-------	-----	----------	------

NUR 105 Transition in Nursing

4 2 12 9

Upon successful completion of NUR 105, students will receive credit for NUR 101, 102, 103, PHM 101, 102.

NUR 201 Maternal-Child Health Nursing 4 0 15 9

This course is taken in place of NUR 104 and 202.

(Available only academic year 1995-96.)

**BANKING AND FINANCE (T-112)****Associate in Applied Science Degree**

College of The Albemarle's two-year Banking and Finance program provides study in such areas as banking and finance principles, theories, and practices; teller operations; lending and collection procedures; financial analysis; marketing; and public relations. The program is designed to prepare individuals to enter the banking and finance industries, provide an educational program for banking employees who wish to receive the American Institute of Banking (AIB) certificate, and provide an educational program to upgrade or retrain individuals presently employed in the banking and finance industry.

This curriculum also provides the educational background necessary for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks, and credit companies.

AIB courses are approved for certification by the American Institute of Banking. AIB certification applies only to current banking employees.

The specialized courses listed below are only taught in the evening as part of the college's Evening Program; therefore, the degree requirements probably cannot be completed within two years. Also, the frequency and variety of specialized course offerings are based on demand for the courses as indicated by enrollment.

**First Year**

First Quarter		Class	Lab	Cr. Hrs
BUS 106	Introduction to Business	5	0	5
ENG 101	English Composition I	3	0	3
CSC 101	Introduction to Computers	3	3	4
	* Specialized Course	3	0	3
	* Specialized Course	3	0	3
				<hr/>
				18

**Second Quarter**

Second quarter				
OSC 101	Keyboarding	3	2	4
BUS 115	Business Law I	3	0	3
ENG 102	English Composition II	3	0	3
PSY 201	General Psychology I	3	0	3
	* Specialized Course	3	0	3
	* Specialized Course	3	0	3

**Third Quarter**

BUS 104	Business Mathematics	5	0	5
BUS 116	Business Law II	3	0	3
** ACC 229	Taxes	3	2	4
PSY 202	General Psychology II	3	0	3
* Specialized Course		3	0	3
				18

**Summer Quarter**

ECO 201	Principles of Economics I (MQ 1)	3	0	3
	Mathematics Elective (MAT 108 or higher)	3	0	3
				6

**Second Year****First Quarter**

ACC 203	Principles of Accounting I	3	3	4
ECO 202	Principles of Economics II	3	0	3
SPH 201	Public Speaking	3	0	3
***	Elective (General)	3	0	3
	* Specialized Course	3	0	3
	* Specialized Course	3	0	3
				19

**Second Quarter**

ACC 204	Principles of Accounting II	3	3	4
RLS 219	Real Estate Finance	3	0	3
ECO 203	Principles of Economics III	3	0	3
BUS 217	Technical Report Writing	3	0	3
	* Specialized Course	3	0	3
	* Specialized Course	3	0	3
				19

**Third Quarter**

ACC 205	Principles of Accounting III	3	3	4
BUS 235	Business Management	2	2	3
CAS 137	Microcomputer Spreadsheets	3	3	4
	* Specialized Course	3	0	3
	* Specialized Course	3	0	3
ACC 210	Computerized Accounting	3	0	3
				20

**Total Credit Hours Required for Graduation**

119

\*Specialized Banking courses are listed below.

AIB 202	Principles of Banking	3	0	3
AIB 204	Commercial Lending	3	0	3
AIB 205	Bank Management	3	0	3
AIB 207	Consumer Lending	3	0	3
AIB 210	Money and Banking	3	0	3
AIB 212	Supervision for Bankers (REQUIRED)	3	0	3
AIB 218	Oral and Written Communication Skills for Bankers	3	0	3
AIB 220	Officer Calling Skills/Product Knowledge: The Key to Successful Selling	3	0	3
AIB 230	Financial Planning	3	0	3
AIB 233	Analyzing Financial Statements	3	0	3
AIB 234	Law and Banking	3	0	3
AIB 236	Residential Mortgage Lending	3	0	3
AIB 239	Marketing for Bankers	3	0	3

\*\* Four hours of Cooperative Education may be substituted for ACC 229.

\*\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for AIB, ACC, BUS, or RLS.

**BASIC LAW ENFORCEMENT TRAINING (T-189)**

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission, and it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires students to satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. Students satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills necessary to function as an inexperienced law enforcement officer. **NOTE: Individuals are requested to be sponsored by a law enforcement agency before enrolling into this program of instruction.**

CJC 100	Basic Law Enforcement	Hours Per Week			
		Class	Lab	Shop/	Clin
		17	0	27	26

**BUSINESS ADMINISTRATION (T-018)****Associate in Applied Science Degree**

The Business Administration curriculum is designed to prepare individuals for entry into management positions.

To develop student competencies in applying management principles, this curriculum emphasizes skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and utilization of human resources.

Through the development of management competencies, graduates will be able to function as contributing members of a management team.

**First Year**

First Quarter			Class	Lab	Cr. Hrs.
OSC 101	Keyboarding		3	2	4
BUS 106	Introduction to Business		5	0	5
ENG 101	English Composition I		3	0	3
* MAT 108	Beginning Algebra		5	0	5

**Second Quarter**

BUS 104	Business Mathematics	5	0	5
BUS 115	Business Law I	3	0	3
ENG 102	English Composition II	3	0	3
SPH 102	Voice and Diction			
or				
SPH 201	Public Speaking	3	0	3
	Elective (Humanities)	3	0	3

17

**Third Quarter**

BUS 271	Office Management	3	0	3
BUS 272	Principles of Supervision	3	0	3
BUS 116	Business Law II	3	0	3
CSC 101	Introduction to Computers	3	3	4
MAT 211	Elementary Statistics	5	0	5

18

**Summer Quarter**

***ECO 201	Principles of Economics I (MQ 1)	3	0	3
***ECO 202	Principles of Economics II (MQ 2)	3	0	3
OSC 204	Word Processing I	3	0	3
	Elective (Soc. Sci.)	3	0	3

12

**Second Year****First Quarter**

ACC 203	Principles of Accounting I	3	3	4
MKT 211	Marketing	5	0	5
CAS 138	Microcomputer DBMS I	3	3	4
PSY 201	General Psychology I	3	0	3
**	Elective (General)	3	0	3

19

**Second Quarter**

ACC 204	Principles of Accounting II	3	3	4
ACC 124	Payroll Accounting	3	0	3
BUS 209	Business Communications	3	0	3
ACC 229	Taxes	3	2	4
**	Elective (General)	3	0	3

17

**Third Quarter**

ACC 205	Principles of Accounting III	3	3	4
CAS 137	Microcomputer Spreadsheets	3	3	4
ACC 210	Computerized Accounting	3	0	3
BUS 235	Business Management	2	2	3
MKT 243	Advertising	3	0	3

17

Total Credit Hours Required for Graduation 115 or 117  
(Depends on Math Course)

- \* MAT 121 may be substituted for MAT 108.
- \*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for ACC, BUS, CSC, MKT, or OSC.
- \*\*\* Six hours of Cooperative Education may be substituted for ECO 201 and 202.

## BUSINESS COMPUTER PROGRAMMING (T-022)

### Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for employment as computer programmers. This objective is fulfilled through students' study and application in areas

such as computer and systems theories and concepts; data processing techniques; business operations; logic; flow-charting; programming procedures, languages, and types; and uses and operation of equipment.

Students enrolled in this curriculum prepare for entry-level jobs as computer programmers and computer programmer trainees. With experience and additional education, individuals may enter jobs as data processing managers, computer programmer managers, systems analysts, and systems managers.

**First Year****First Quarter**

	Class	Lab	Cr. Hrs.
ENG 101	English Composition I	3	0
CSC 101	Introduction to Computers	3	3
CSC 113	Logic Design and Flowcharts	3	0
OSC 101	Keyboarding	3	2
ECO 201	Principles of Economics I	3	0

17

**Second Quarter**

ENG 102	English Composition II	3	0	3
CSC 109	BASIC I	3	3	4
** ECO 202	Principles of Economics II	3	0	3
CAS 136	Microcomputer Operations	3	3	4
	Elective (Humanities)	3	0	3

17

**Third Quarter**

CSC 110	BASIC II	3	3	4
** ECO 203	Principles of Economics III	3	0	3
CAS 140	Advanced Microcomputer Operations	3	3	4
	Elective (Soc. Sci.)	3	0	3
***	Elective (General)	3	0	3

17

**Summer Quarter**

BUS 106	Introduction to Business	5	0	5
CSC 212	Pascal I (First Five-Weeks)	3	3	4
CSC 213	Pascal II (Second Five-Weeks)	3	3	4

13

**Second Year****First Quarter**

ACC 203	Accounting I	3	3	4
* CSC 215	Introduction to C Programming	3	3	4
* MAT 108	Beginning Algebra	5	0	5
PSY 201	General Psychology I	3	0	3
***	Elective (General)	3	0	3

19

**Second Quarter**

ACC 204	Accounting II	3	3	4
* CSC 216	Advanced C Programming	3	3	4
PSY 202	General Psychology II	3	0	3
BUS 217	Technical Report Writing	3	0	3
* MAT 109	Intermediate Algebra	4	0	4

18

**Third Quarter**

* CSC 217	C++ Programming	3	3	4
CSC 220	Computer Programming Project	3	3	4
MAT 211	Elementary Statistics	5	0	S
BUS 272	Principles of Supervision	3	0	3
		16		

Total Credit Hours Required for Graduation 114 or 117  
(Depends on Math Sequence)

- \* MAT 121 and 122 may be substituted for MAT 108 and 109.
- \*\* Six hours of Cooperative Education may be substituted for ECO 202 and 203.
- \*\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for ACC, BUS, CAS, CSC, or OSC.
- + CSC 207-208-209 may be substituted for CSC 215-216-217.

## COMPUTER ENGINEERING TECHNOLOGY (T-040)

### Associate in Applied Science Degree

This program is designed to provide the skills required to install, service, and maintain computers, microprocessor and computer controlled equipment, and computer peripheral devices. The curriculum includes training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides students with a strong background in physics, technical mathematics, electricity, electronics, and digital logic circuits and concepts. Advanced course work provides a detailed study of the logic of the central processing units, the operation and use of integrated circuit memory devices, and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer; the operation of large-scale integration programmable interface units and their interfacing with the central processing unit; and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards, and the techniques of converting signals between the analog and digital forms.

The programming course work provides a sequence of study stressing good program design techniques, structured programming, and program documentation. Rather than being familiar with a large number of programming languages, students are expected to learn well a highly structured language, such as Pascal, and an assembly language. The importance of assembly language in understanding the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

**First Year**

First Quarter		Class	Lab	Cr. Hrs.
DFT 101	Engineering Drawing I	5	0	5
ELN 101	DC Circuits	4	4	6
CSC 101	Introduction to Computers	3	3	4
* MAT 108	Beginning Algebra	5	0	5
				20

**Second Quarter**

DFT 104	Electronic Drafting	2	0	2
CAS 136	Microcomputer Operations	3	3	4
ELN 102	AC Circuits	4	4	6
ENG 101	English Composition I	3	0	3
* MAT 109	Intermediate Algebra	4	0	4
				19

**Third Quarter**

ELN 113	Electronics I	3	4	5
ELN 110	Electronic Interconnection Tech.	2	2	3
ENG 102	English Composition II	3	0	3
* MAT 110	Beginning Trigonometry	3	0	3
	Elective (Humanities)	3	0	3
				17

**Summer Quarter**

CSC 212	Pascal I (First Five-Weeks)	3	3	4
CSC 213	Pascal II (Second Five-Weeks)	3	3	4
ELN 212	Digital Electronics I	3	4	5
ELN 114	Electronics II	3	4	5
				18

**Second Year**

First Quarter				
ELN 211	Electronics III	2	4	4
ELN 213	Digital Electronics II	3	4	5
ELN 223	Microprocessor Programming	3	3	4
PHY 201	General Physics I	3	3	4
				17

**Second Quarter**

ELN 214	Digital Electronics III	2	4	4
ELN 221	Microcomputer Troubleshooting	3	4	5
PHY 202	General Physics II	3	3	4
BUS 217	Technical Report Writing	3	0	3
	Elective (Soc. Sci.)	3	0	3
				19

**Third Quarter**

ELN 222	Advanced Microcomputer Interfacing	2	4	4
ELN 224	Peripheral Troubleshooting	3	4	5
ECO 201	Principles of Economics I	3	0	3
** Elective (General)		2	0	2
				14

Total Credit Hours Required for Graduation 121 or 124  
(Depends on Math Sequence)

- \* MAT 121-122-123 may be substituted for MAT 108-109-110.

- \*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for CAS, DFT, or ELN

## Criminal Justice-Protective Service Technology (T-129)

### Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills, and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services, and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills, and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

**NOTES:** The Criminal Justice Technology curriculum, offered by the College of The Albemarle, provides students a course of study which encompasses all major areas of the criminal justice system vice a specific path of specialization.

Students placing in developmental reading must have successfully completed the reading course prior to enrolling in any CJC course.

Students who desire to continue work towards a four-year institution/degree programs should be cognizant of course transfer requirements.

### First Year

First Quarter	Class	Lab	Cr. Hrs.
OSC 101 Keyboarding	3	2	4
CSC 101 Introduction to Computers	3	3	4
CJC 101 Introduction to Criminal Justice	5	0	5
CJC 110 Juvenile Delinquency	3	0	3
ENG 101 English Composition I	3	0	3
CJC 213 Substance Abuse	3	0	3
			22

### Second Quarter

CJC 102 Introduction to Criminology	3	0	3
CJC 105 Criminalistics I	5	0	5
ENG 102 English Composition II	3	0	3
OSC 204 Word Processing I	3	0	3
* MAT 108 Beginning Algebra	5	0	5
			19

### Third Quarter

CJC 115 Criminal Law and Procedure	5	0	5
CJC 125 Judicial Process	3	0	3
CJC 104 Victimology	3	0	3
CJC 117 Community Based Corrections	3	0	3
* MAT 109 Intermediate Algebra	4	0	4
			18

### Summer Quarter

** BIO 201 Anatomy and Physiology I	3	3	4
Elective (Humanities)	3	0	3
			7

### Second Year

#### First Quarter

CJC 205 Criminalistics II	5	0	5
PSY 201 General Psychology I	3	0	3
CJC 206 Ethics and Community Relations	3	0	3
CJC 210 Criminal Investigation	3	0	3
CJC 257 Constitutional Law	3	0	3
			17

#### Second Quarter

CJC 226 Organizational Theory & Management	3	0	3
CJC 212 Confinement Facility Administration	3	0	3
CJC 258 Introduction to Private Protection Services	5	0	5
**PSY 202 General Psychology II	3	0	3
SOC 201 Introduction to Sociology I	3	0	3
			17

#### Third Quarter

SPH 201 Public Speaking	3	0	3
BU5 272 Principles of Supervision	3	0	3
CJC 220 Law Enforcement Administration and Operation	5	0	5
CJC 215 Correctional Law	3	0	3
+ Elective (General)	3	0	3
			17

#### Total Credits Required for Graduation

117

\* MAT 121-122-123 may be substituted for MAT 108-109 (advancement to four-year institutions/degree programs pertain).

\*\* BIO 101 or CHM 101 may be substituted for BIO 201.

\*\*\* PSY 210 may be substituted for PSY 202.

+ General Elective hours must be outside the major area of specialization—courses with a three letter and digit prefix except for CJC.

Students who have successfully completed the Basic Law Enforcement Training program may receive credit for the following courses: CJC 101, CJC 210, CJC 220, CJC 257, and the free elective (19 hours total).

## DRAFTING AND DESIGN ENGINEERING TECHNOLOGY (T-043)

### Associate in Applied Science Degree

The Drafting and Design Engineering Technology curriculum prepares technicians for drafting and/or designing mechanical parts, mechanisms, and mechanical systems. Emphasis is on developing the student's ability to think and plan as well as on the development of drafting and design skills. Computer Aided Drafting (CAD) and conventional equipment will be used to produce drawings such as sectional views, subassemblies, and major components of machinery and mechanical systems. Computer Aided Drafting (CAD) is emphasized during the second year of study.

Coursework includes the study of technical drafting and design, materials, applied mechanics, mechanical systems, manufacturing methods, manufacturing processes, applied physics, technical mathematics, descriptive geometry, computer applications, and written and oral communications.

Drafting and design technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

### First Year

First Quarter	Class	Lab	Cr. Hrs.
DFT 101 Engineering Drawing I	5	0	5
DDF 101 Tools, Materials, and Processes I	3	0	3
ENG 101 English Composition I	3	0	3
* MAT 108 Beginning Algebra	5	0	5
			16
Second Quarter			
DFT 102 Engineering Drawing II	5	0	5
DDF 102 Tools, Materials, and Processes II	3	2	4
* MAT 109 Intermediate Algebra	4	0	4
+ DFT 104 Electronic Drafting	2	0	2
ENG 102 English Composition II	3	0	3
			16-18
Third Quarter			
DFT 103 Engineering Drawing III	5	0	5
* MAT 110 Beginning Trigonometry	3	0	3
ARC 207 Architectural Drawing I	5	0	5
Elective	3	0	3
			16
Summer Quarter			
DFT 105 Technical Illustrations	5	0	5
ARC 208 Architectural Drawing II	5	0	5
+ DFT 210 Printed Circuit Board Layout and Design	4	0	4
or			
+ DDF 211 Furniture/Cabinet Design	5	0	5
Elective (Soc. Sci.)	3	0	3
			17 or 18

### Second Year

First Quarter			
CSC 101 Introduction to Computers	3	3	4
***PHS 101 Physical Science I	3	3	4
DFT 214 Jigs and Fixtures	5	0	5
DFT 205 Descriptive Geometry	5	0	5
			18
Second Quarter			
DFT 151 Introduction to CAD	5	0	5
***PHS 102 Physical Science II	3	3	4
DFT 200 Advanced Engineering Graphics	5	0	5
BUS 217 Technical Report Writing	3	0	3
Elective (Hum. or Soc. Sci.)	3	0	3
			20
Third Quarter			
DFT 252 Advanced CAD	5	0	5
***PHS 103 Physical Science III	3	3	4
DDF 206 Design Drafting	5	0	5
** Elective (General)	3	0	3
			17
Total Hours Required for Graduation (Depends on Math Sequence)			118-122

\* MAT 121-122-123 may be substituted for 108-109-110.

\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for DDF or DFT.

\*\*\* PHY 201-202-203 may be substituted for PHS 101-102-103.

+ DDF 211 may be taken in place of both DFT 104 and DFT 210.

### One-Year Diploma

A one-year diploma program in Drafting and Design Engineering Technology is offered to students. This is a basic drafting programs designed for businesses in the community.

First Quarter	Class	Lab	Cr. Hrs.
DFT 101 Engineering Drawing I	5	0	5
CSC 101 Introduction to Computers	3	3	4
ENG 101 English Composition I	3	0	3
* MAT 108 Beginning Algebra	5	0	5
			17
Second Quarter			
DFT 102 Engineering Drawing II	5	0	5
DFT 151 Introduction to CAD	5	0	5
* MAT 109 Intermediate Algebra	4	0	4
ENG 102 English Composition II	3	0	3
			17
Third Quarter			
DFT 103 Engineering Drawing III	5	0	5
* MAT 110 Beginning Trigonometry	3	0	3
ARC 207 Architectural Drawing I	5	0	5
DFT 252 Advanced CAD	5	0	5
			18

**Summer Quarter**

DFT 105	Technical Illustrations	5	0	5
ARC 208	Architectural Drawing II	5	0	5
DDF 211	Furniture/Cabinet Design	5	0	5
** Elective (General)		3	0	3
				18

Total Credit Hours Required for Graduation (Depends on Math Sequence) 67 or 70

\* MAT 121-122-123 may be substituted for MAT 108-109-110.

\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for DDF or DFT.

## ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

### Associate in Applied Science Degree

The Electronics Engineering Technology curriculum provides a basic background in electronic-related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspeople.

The electronics technician may be employed in one or more of the following areas: research, design, development, production, maintenance, or sales. The graduate may begin as an electronics technician, engineering aide, laboratory technician, supervisor, or equipment specialist.

**First Year**

First Quarter		Class	Lab	Cr. Hrs.
DFT 101	Engineering Drawing I	5	0	5
CSC 101	Introduction to Computers	3	3	4
ELN 101	DC Circuits	4	4	6
* MAT 108	Beginning Algebra	5	0	5

**Second Quarter**

DFT 104	Electronic Drafting	2	0	2
ELN 102	AC Circuits	4	4	6
ENG 101	English Composition I	3	0	3
* MAT 109	Intermediate Algebra	4	0	4
ECO 201	Principles of Economics I	3	0	3
				<hr/>

**Third Quarter**

ELN 110	Electronic Interconnection Tech.	2	2	3
ELN 113	Electronics I	3	4	5
ENG 102	English Composition II	3	0	3
* MAT 110	Beginning Trigonometry	3	0	3
	Elective (Humanities)	3	0	3

**Summer Quarter**

DFT 210	Printed Circuit Board Layout and Design	4	0	4
CSC 109	BASIC I	3	3	4
ELN 212	Digital Electronics I	3	4	5
ELN 114	Electronics II	3	4	5
				<hr/> 18

**Second Year****First Quarter**

First Quarter				
ELN 211	Electronics III	2	4	4
ELN 213	Digital Electronics II	3	4	5
ELN 217	Electronics Communications	3	4	5
PHY 201	General Physics I	3	3	4
				18

**Second Quarter**

ELN 214	Digital Electronics III	2	4	4
ELN 215	Electronic Troubleshooting I	3	4	5
PHY 202	General Physics II	3	3	4
BU5 217	Technical Report Writing	3	0	3
	Elective (Soc. Sci.)	3	0	3
				19

**Third Quarter**

ELN 216	Electronic Troubleshooting II	3	4	5
PHY 203	General Physics III	3	3	4
**	Elective (General)	3	0	3
				<hr/> 12

Total Hours Required for Graduation 119, 122, or 123 (Depends on Math Sequence)

\* MAT 121-122-123 may be substituted for MAT 108-109-110.

\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except for CSC, DFT, or ELN.

A diploma program in Electronics Engineering Technology is offered to students enrolled in the United States Coast Guard Apprenticeship program. A diploma is awarded to these students after successful completion of 73 quarter hours—the fall, winter, spring, and summer classes of the first year of study.

## MEDICAL OFFICE TECHNOLOGY (T-032)

### Associate in Applied Science Degree

The Medical Office Technology curriculum prepares individuals to enter the medical secretary profession. Medical secretaries perform secretarial duties utilizing their knowledge of medical terminology and medical office and/or laboratory procedures. Students in the curriculum develop skills in processing medical documents using computerized functions and/or manual functions. Other duties performed in the medical office and taught in this curriculum include compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment; scheduling appointments; and preparing and sending bills to patients. Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, physicians' offices, hospitals, and other medical care providers.

**First Year**

<b>First Quarter</b>	<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
OSC 101 Keyboarding	3	2	4
ENG 101 English Composition I	3	0	3
BUS 106 Introduction to Business	5	0	5
OSC 215 Medical Terminology and Vocabulary I	3	0	3
CSC 101 Introduction to Computers	3	3	4
			<b>19</b>
<b>Second Quarter</b>			
ENG 102 English Composition II	3	0	3
BUS 104 Business Mathematics	5	0	5
ACC 124 Payroll Accounting	3	0	3
OSC 216 Medical Terminology and Vocabulary II	3	0	3
OSC 204 Word Processing I	3	0	3
			<b>17</b>
<b>Third Quarter</b>			
OSC 217 Medical Terminology and Vocabulary III	3	0	3
OSC 108 Medical Insurance & Coding	5	0	5
OSC 110 Records Management	3	0	3
*BUS 109 Interpersonal Relations	3	1	3
OSC 206 Word Processing II	2	3	3
			<b>17</b>
<b>Summer Quarter</b>			
BUS 108 Personal Finance	5	0	5
ECO 201 Principles of Economics	3	0	3
Elective (Humanities)	3	3	3
** Elective (General)	2	0	2
			<b>13</b>

**Second Year**

<b>First Quarter</b>	<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
BUS 115 Business Law I	3	0	3
BIO 101 General Biology I	3	3	4
ACC 203 Principles of Accounting I	3	3	4
PSY 201 General Psychology I	3	0	3
OSC 207 Medical Transcription I	3	2	4
			<b>18</b>
<b>Second Quarter</b>			
*BUS 209 Business Communications	3	0	3
ACC 204 Principles of Accounting II	3	3	4
BIO 102 General Biology II	3	3	4
OSC 104 Medical Law and Ethics	3	0	3
OSC 209 Medical Transcription II	3	2	4
			<b>18</b>
<b>Third Quarter</b>			
SPH 102 Voice and Diction or			
SPH 201 Public Speaking	3	0	3
ACC 210 Computerized Accounting	3	0	3
BIO 103 General Biology III	3	3	4
OSC 106 Medical Office Procedures	3	2	4
OSC 211 Medical Transcription III	3	2	4
			<b>18</b>

Total Hours Required for Graduation

120

\* Six hours of Cooperative Education may be substituted for BUS 109 and BUS 209.

\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except from BUS, CSC, or OSC.

**MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192)****Associate in Applied Science Degree**

The Microcomputer Systems Technology curriculum is designed to prepare students for employment with business, industry, and government organizations which use or are preparing to use computers to process information. Students learn to use an array of software such as spreadsheets, database, and communication and word processing packages, and to solve common accounting, finance, forecasting, marketing, sales, scheduling, and statistical problems. Students also learn the fundamentals of interfacing microcomputers and telephone modems. This program emphasizes the development of office automation applications and systems which address managerial information processing needs.

**First Year**

<b>First Quarter</b>	<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
OSC 101 Keyboarding	3	2	4
* BUS 109 Interpersonal Relations	3	1	3
ACC 203 Principles of Accounting I	3	3	4
CSC 101 Introduction to Computers	3	3	4
ENG 101 English Composition I	3	0	3
			<b>18</b>

**Second Quarter**

ACC 204 Principles of Accounting II	3	3	4
CAS 136 Microcomputer Operations	3	3	4
OSC 204 Word Processing I	3	0	3
ENG 102 English Composition II	3	0	3
SPH 201 Public Speaking	3	0	3
			<b>17</b>

**Third Quarter**

CAS 137 Microcomputer Spreadsheets	3	3	4
CAS 140 Advanced Microcomputer Operations	3	3	4
ACC 210 Computerized Accounting	3	0	3
OSC 206 Word Processing II	2	3	3
*** Elective (General)	3	0	3
			<b>17</b>

**Summer Quarter**

* ECO 201 Principles of Economics I (MQ 1)	3	0	3
CSC 212 Pascal I (First Five-Weeks)	3	3	4
CSC 213 Pascal II (Second Five-Weeks)	3	3	4
Elective (Humanities)	3	0	3
			<b>14</b>

**Second Year**

<b>First Quarter</b>	<b>Class</b>	<b>Lab</b>	<b>Cr. Hrs.</b>
CAS 138 Microcomputer DBMS I	3	3	4
CAS 211 Telecommunications	3	3	4
** MAT 108 Beginning Algebra	5	0	5
PSY 201 General Psychology I	3	0	3
			<b>16</b>



**Second Quarter**

CAS 206	Desktop Publishing	2	3	3
CAS 139	Microcomputer DBMS II	3	3	4
CAS 214	Micro Systems Analysis and Design	3	3	4
** MAT 109	Intermediate Algebra	4	0	4
				15

**Third Quarter**

BUS 218	Information Systems - Issues and Trends	3	0	3
CAS 201	Microcomputer Installation and Maintenance	3	2	4
CSC 220	Computer Programming Project	3	3	4
MAT 211	Elementary Statistics	5	0	5
BUS 272	Principles of Supervision	3	0	3
				19

Total Credit Hours Required for Graduation (Depends on Math Sequence) 113 or 116

\* Six hours of Cooperative Education may be substituted for ECO 201 and BUS 109.

\*\* MAT 121 and 122 may be substituted for MAT 108 and 109.

\*\*\* General elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except from ACC, BUS, CAS, CSC, or OSC.

## PARALEGAL TECHNOLOGY (T-120)

### Associate in Applied Science Degree

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

This program is beginning as a three-year evening program only.

Students placing in developmental reading must have successfully completed the reading course prior to enrolling in any LEX course.

**First Year**

First Quarter		Class	Lab	Cr. Hrs.
LEX 101	Introduction to Paralegal Studies	3	0	3
OSC 101	Keyboarding	3	2	4
ENG 101	English Composition I	3	0	3
				10
Second Quarter				
LEX 103	Legal Research and Writing I	3	3	4
OSC 204	Word Processing I	3	0	3
ENG 102	English Composition II	3	0	3
				10

<b>Third Quarter</b>				
BUS 115	Business Law I	3	0	3
LEX 104	Legal Research & Writing II	3	3	4
OSC 206	Word Processing II	2	3	3
				10
<b>Summer Quarter</b>				
BUS 116	Business Law II	3	0	3
** Elective (General)		3	0	3
				6

**Second Year**

<b>First Quarter</b>				
LEX 111	Criminal Law and Procedure	3	0	3
LEX 201	Evidence and Investigation	3	2	4
SPH 201	Public Speaking	3	0	3
	Elective (Social Science)	3	0	3
				13
<b>Second Quarter</b>				
LEX 106	Family Law	3	0	3
LEX 109	Administrative Law	3	0	3
LEX 121	Civil Litigation I	2	2	3
CSC 101	Introduction to Computers	3	3	4
				13

<b>Third Quarter</b>				
ACC 229	Taxes	3	2	4
LEX 122	Civil Litigation II	2	2	3
LEX 230	Law Office Management	2	2	3
				10
<b>Summer Quarter</b>				
LEX 107	Civil Injuries	3	0	3
LEX 117	Business Organizations	2	2	3
				6

**Third Year**

<b>First Quarter</b>				
ACC 203	Principles of Accounting I	3	3	4
LEX 210	Real Property I	3	0	3
POL 211	United States Government I			
or				
HIS 201	United States History I	3	0	3
	Elective (Humanities)	3	0	3
				13

**Second Quarter**

ACC 204	Principles of Accounting II	3	3	4
LEX 211	Real Property II	3	4	5
* MAT 108	Beginning Algebra	5	0	5
				14

**Third Quarter**

LEX 212	Real Property III	2	2	3
LEX 216	Bankruptcy and Collections	3	0	3
LEX 235	Paralegal Seminar	2	0	2
* MAT 109	Intermediate Algebra	4	0	4
				12

**Summer Quarter**

LEX 215	Wills and Trusts	2	2	3
LEX 240	Legal Ethics and Professionalism	3	0	3
				6

Total Credits Required for Graduation 120 or 123  
(Depends on math sequence)

\* MAT 121 and MAT 122 may be substituted for MAT108 and MAT 109.

\*\* General Elective hours must be outside the major area of specialization—courses with a three letter and three digit prefix except from LEX and BUS.

## REAL ESTATE (Technical Specialty) (T-166)

**Certificate**

The Real Estate (Technical Specialty) curriculum provides the pre-licensing education requirements needed for real estate salespersons and brokers. After successfully completing the Fundamentals of Real Estate course, students may apply to the Real Estate Commission to take the salesperson examination. After successfully completing all courses in the curriculum, students may apply to take the brokers examination.

**First Year**

First Quarter		Class	Lab	Cr. Hrs.
RLS 101	Fundamentals of Real Estate	6	0	6
RLS 104	Real Estate Math	3	0	3
				9

**Second Quarter**

RLS 102	Real Estate Law	3	0	3
RLS 103	Brokerage Operation	3	0	3
				6

**Third Quarter**

RLS 219	Real Estate Finance	3	0	3
BUS 272	Principles of Supervision	3	0	3
				6

Total Credit Hours Required for Certificate

21

## REAL ESTATE APPRAISAL (T-224)

**Certificate**

The Real Estate Appraisal curriculum provides the pre-licensing and the pre-certification appraisal education requirements approved by the North Carolina Real Estate Commission.

The courses required by the North Carolina Real Estate Commission for pre-licensing as a state-licensed appraiser and for pre-licensing as a state-certified appraiser are included in this curriculum. Courses in this curriculum must be completed in sequential order.

A good math background is important in the Real Estate Appraisal program. Students should also be competent in basic algebra before taking Advanced Income Capitalization Procedures.

In addition to meeting the education requirements to become a state-licensed appraiser and/or a state-certified appraiser, individuals must pass the appraisal examinations given by the North Carolina Real Estate Commission and meet the appraisal experience requirements.

**First Year**

First Quarter		Class	Lab	Cr. Hrs.
<b>First Five Weeks</b>				
APR 117	Introduction to Real Estate Appraisal (R-1)	3	0	3
<b>Second Five Weeks</b>				
APR 118	Valuation Principles and Procedures (R-2)	3	0	3
				6
<b>Second Quarter</b>				
<b>First Five Weeks</b>				
APR 119	Applied Residential Property Valuation (R-3)	3	0	3
<b>Second Five Weeks</b>				
APR 251	Introduction to Income Property Appraisal (G-1)	3	0	3
				6
<b>Third Quarter</b>				
<b>First Five Weeks</b>				
APR 252	Advanced Income Capitalization Procedures (G-2)	3	0	3
<b>Second Five Weeks</b>				
APR 253	Applied Income Property Valuation (G-3)	3	0	3
				6
Total Credit Hours Required for Certificate				18

## VOCATIONAL PROGRAMS

Vocational programs are designed for those students wishing to acquire the vocational competency required for particular occupations.

Courses are designed to prepare students for initial employment, to retrain students for new careers, and to advance students in a vocation. Safety and good work habits are stressed in all vocational programs. Students are expected to acquire the skills and technical knowledge which become assets for employment in business and industry.

The following vocational programs, which are generally one year in duration and lead to a diploma, are offered at College of The Albemarle:

Air Conditioning, Heating, and Refrigeration	(V-024)
Automotive Mechanics	(V-003)
Cosmetology	(V-009)
Electrical Installation	(V-018)
Machinist	(V-032)
Nursing Assistant (certificate)	(V-072)
Practical Nursing	(V-038)

Students attending vocational trade classes receive a letter grade on each course after completing the minimum number of clock hours specified for each course (see the course descriptions) and/or performing satisfactorily on the final examination.

Program requirements are detailed on the following pages. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction.

### Apprenticeship

All vocational programs may be considered pre-apprenticeship programs.

### Safety

Safety is stressed at all times in the vocational programs. If students are incapable of safe conduct in the shops or if they willfully and flagrantly violate the safety rules of the shops and become safety hazards to themselves and/or to their classmates, they may be suspended immediately from their program of study. All suspensions of this type must be approved by the appropriate department chairperson and the Dean of Instruction.

### Evening Classes

Since evening vocational classes meet for fewer hours per week than equivalent day classes, evening students must attend class for more than one quarter to complete the minimum clock hours and receive credit for the course.

Grade reports listing satisfactory or unsatisfactory progress and total clock hours completed are sent to students at the end of each quarter until the students have satisfactorily completed the course. Course segments will be noted on permanent records by the suffix "A," "B," "C," "D," or "E" on the course number.

### Hours Per Week

The programs described on the following pages include listings of hours of instruction per week. The hours listed are the minimum number each student will spend in instructional activities each week.

**Class** — refers to the time spent in classroom instruction.

**Lab** — refers to the time spent in laboratory instruction or experimentation.

**Shop or Clinical Practice** — refers to shop practice or clinical practice which takes place in institutional laboratories or approved clinical facilities wherein students are involved in the supervised practice of learning experiences.

## AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

The Air Conditioning, Heating, and Refrigeration curriculum develops students' understanding of the basic principles involved in the construction, installation, operation, and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science, and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies which specialize in air conditioning, heating, and commercial refrigeration installation and service. Graduates should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience, graduates should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required on mechanical equipment. Employment opportunities may be available in the areas of maintenance, installation, sales, and service in the field of air conditioning, heating, and cooling.

		Hours Per Week			Cr.
		Class	Lab	Shop Pract.	Hrs. Equiv.
<b>First Quarter</b>					
RED 1020	Reading Improvement	2	0	0	2
AHR 1120	Principles of Refrigeration and Air Conditioning	5	0	15	10
MAT 1000	Fundamentals of Mathematics	5	0	0	5
BPR 1104	Blueprint Reading: Mechanical	0	0	3	1
					18
<b>Second Quarter</b>					
AHR 1122	Domestic and Commercial Refrigeration	3	0	12	7
ENG 1030	Communication Skills	2	0	0	2
ELC 1102	Applied Electricity	2	0	3	3
MAT 1010	Vocational Mathematics	3	0	0	3
BPR 1116	Blueprint Reading: Air Conditioning	1	0	3	2
					17
<b>Third Quarter</b>					
AHR 1125	Principles of Air Conditioning and Heating	3	0	12	7
AHR 1128	Automatic Controls I	3	0	6	5
HUM 1100	Technology In A Changing World	2	0	0	2
WLD 1101	Basic Gas Welding	0	0	3	1
					15
<b>Fourth Quarter</b>					
AHR 1124	Air Conditioning and Refrigeration Servicing	3	0	6	5
AHR 1129	Automatic Controls II	3	0	6	5
MEC 1120	Duct Construction and Maintenance	3	0	6	5
*BUS 1103	Small Business Operations	2	0	0	2
					17
Total Credit Hours Required for Graduation					67

\* Two hours of Cooperative Education may be substituted for BUS 1103.

## AUTOMOTIVE MECHANICS (V-003)

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, automobile mechanics also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may be employed by franchised automobile dealers or independent garages or may start their own business.

		Hours Per Week			Cr.
		Class	Lab	Shop Pract.	Hrs. Equiv.
<b>First Quarter</b>					
AUT 1100	Internal Combustion Engines	3	0	15	8
MAT 1000	Fundamentals of Mathematics	5	0	0	5
BPR 1000	Blueprint Reading I	4	0	0	4
RED 1020	Reading Improvement	2	0	0	2
					19
<b>Second Quarter</b>					
AUT 1115	Auto Fuel and Emissions Systems	3	4	3	6
AUT 1100	Auto Electrical Systems	3	4	3	6
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
ENG 1030	Communication Skills	2	0	0	2
					19
<b>Third Quarter</b>					
AUT 1124	Auto Transmission and Drive Trains	3	0	18	9
HUM 1100	Technology In A Changing World	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2
AUT 1112	Auto Electronics Systems	3	2	0	4
					17
<b>Fourth Quarter</b>					
AUT 1123	Brakes, Chassis, and Suspension	3	0	6	5
AUT 1140	Automotive Air Conditioning	2	0	6	4
*PHY 1060	Applied Physics III	1	2	0	2
AUT 1125	Automotive Servicing	3	2	3	5
					16
Total Credit Hours Required for Graduation					71

\* Two hours of Cooperative Education may be substituted for PHY 1060.

## COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. Students completing this program and successfully passing a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts are awarded a cosmetology license. Cosmetologists are called on to advise men and women on problems of make-up and care of the hair, skin, and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, and women's specialty shops. Some cosmetologists may also set up their own business.

The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

The attendance policy in the Cosmetology program may differ from that of the college due to requirements set by the N.C. State Board of Cosmetology.

A diploma is awarded students who successfully complete all courses listed below in the first four quarters and 1,200 cosmetology clock hours. The North Carolina State Board of Cosmetology requires students who graduate

with a diploma to work a six-month apprenticeship after they pass the licensing examination.

An advanced diploma may be awarded students who successfully complete the diploma requirements plus 300 additional cosmetology clock hours listed below in the fifth quarter. Students receive their cosmetology license upon passing the licensing examination administered by the North Carolina State Board of Cosmetology.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Pract.	Equi.
<b>First Quarter</b>					
DES 1111	Visual Concepts	1	2	0	2
COS 1001	Introduction to Cosmetology	5	0	0	5
COS 1011	Mannequin Practice	0	0	24	8
RED 1020	Reading Improvement	2	0	0	2
					17
<b>Second Quarter</b>					
COS 1002	Scientific Study I	5	0	0	5
COS 1022	Clinical Application I	0	0	24	8
BUS 104	Business Mathematics	5	0	0	5
					18
<b>Third Quarter</b>					
COS 1003	Scientific Study II	5	0	0	5
COS 1033	Clinical Application II	0	0	24	8
ENG 1030	Communication Skills	2	0	0	2
					15
<b>Fourth Quarter</b>					
BUS 1103	Small Business Operations	2	0	0	2
COS 1004	Scientific Study III	5	0	0	5
COS 1044	Clinical Application III	0	0	24	8
					15
<b>Fifth Quarter (Optional)</b>					
COS 1005	Scientific Study IV	5	0	0	5
COS 1055	Clinical Practice IV	0	0	24	8
					13
Total Credit Hours Required for Graduation					65 or 78

## ELECTRICAL INSTALLATION (V-018)

The Electrical Installation curriculum is designed to provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give students practical knowledge and application experience in the fundamentals taught in class.

Graduates of this curriculum are qualified to enter an electrical trade as an on-the-job trainee or apprentice assisting in the layout and installation of electrical systems in residential, commercial, or industrial settings.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Pract.	
<b>First Quarter</b>					
RED 1020	Reading Improvement	2	0	0	2
MAT 1000	Fundamentals of Mathematics	5	0	0	5
ELC 1510	Fundamentals of Electrical Installation I	5	0	15	10
BPR 1135	Blueprint Reading: Electrical I	2	0	0	2
					19
<b>Second Quarter</b>					
ENG 1030	Communication Skills	2	0	0	2
MAT 1010	Vocational Math	3	0	0	3
ELC 1520	Fundamentals of Electrical Installation II	2	0	6	4
ELC 1522	Residential Installation	5	0	9	8
BPR 1136	Blueprint Reading: Electrical II	2	0	0	2
PHY 1040	Applied Physics I	1	2	0	2
					21
<b>Third Quarter</b>					
ELC 1530	Fundamentals of Electrical Installation III	5	0	6	7
ELC 1532	Commercial Installation	5	0	12	9
HUM 1100	Technology In A Changing World	2	0	0	2
					18
<b>Fourth Quarter</b>					
ELC 1540	Marine and Industrial Installations	3	0	9	6
ELC 1542	Electric Motors and Controls	5	0	9	8
*BUS 1103	Small Business Operations	2	0	0	2
					16
Total Credit Hours Required for Graduation					74
*Two hours of Cooperative Education may be substituted for BUS 1103.					73

## MACHINIST (V-032)

The Machinist curriculum provides individuals an opportunity to acquire the basic skills and related technical information necessary for employment as a machinist, a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. They must also be able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. Machinists make computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that the annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate, precise part.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	
<b>First Quarter</b>					
MEC 1200	Machine Shop Theory and Practice I	3	0	15	8
MAT 1000	Fundamentals of Mathematics	5	0	0	5
BPR 1000	Blueprint Reading I	4	0	0	4
RED 1020	Reading Improvement	2	0	0	2
					19
<b>Second Quarter</b>					
MEC 1210	Machine Shop Theory and Practice II	2	0	12	6
MAT 1010	Vocational Mathematics	3	0	0	3
PHY 1040	Applied Physics I	1	2	0	2
MEC 1250	Structure of Metals I	3	0	0	3
ENG 1030	Communication Skills	2	0	0	2
BPR 1010	Blueprint Reading II	3	0	0	3
					19
<b>Third Quarter</b>					
MEC 1220	Machine Shop Theory and Practice III	2	0	12	6
MAT 1020	Geometry and Trigonometry	3	0	0	3
HUM 1100	Technology In A Changing World	2	0	0	2
PHY 1050	Applied Physics II	1	2	0	2
WLD 1401	Basic Welding	2	0	3	3
BPR 1020	Blueprint Reading III	3	0	0	3
					19
<b>Fourth Quarter</b>					
MEC 1230	Machine Shop Theory and Practice IV	3	0	15	8
MEC 1255	Structure of Metals II	3	0	0	3
MAT 1030	Machinist Mathematics	3	0	0	3
BPR 1030	Blueprint Reading IV	2	0	0	2
*PHY 1060	Applied Physics III	1	2	0	2
					18

Total Credit Hours Required for Graduation

75

\*Two hours of Cooperative Education may be substituted for PHY 1060.

### One-Year Diploma

A one-year diploma program in Advanced Machinist is offered in place of the machinist diploma for those students who desire advanced skills.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Shop Pract.	
<b>First Quarter</b>					
MEC 1272	Fundamentals of Numerical Control	3	0	18	9
DFT 101	Engineering Drawing I	5	0	0	5
					14
<b>Second Quarter</b>					
MEC 1260	Precision Machining I	3	0	18	9
DFT 102	Engineering Drawing II	5	0	0	5
					14
<b>Third Quarter</b>					
MEC 1265	Precision Machining II	3	0	15	8
CSC 101	Introduction to Computers	3	3	0	4
					12
Total Credit Hours Required for Graduation					40

## NURSING ASSISTANT (Nurse Aide) (V-072)

The Nursing Assistant program prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs health care procedures such as bathing and feeding patients; providing comfort measures; positioning patients; preparing patients for physical examinations and special tests; observing and recording vital signs; admitting, transferring and discharging patients; and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology, and social science courses prior to entering the program.

A minimum score of 10 should be achieved on the Nelson-Denny Reading Comprehension Placement Test for entry into the Nursing Assistant program.

Also, see Hepatitis B vaccination requirements under INSURANCE in the FEES AND EXPENSES section.

		Hours Per Week			Cr. Hrs.
		Class	Lab	Clin. Pract.	
<b>First Quarter</b>					
NUR 3023	Nursing Assistant I	2	2	6	5
NUR 3024	Nursing Assistant II	3	4	9	8
NUR 3025	Home Care	2	2	0	3
Total Credit Hours Required for Certificate					16

## PRACTICAL NURSING (V-038)

The Practical Nursing curriculum is designed to prepare the graduate to participate in assessing, planning, implementing, and evaluating nursing care. The graduate is eligible to take the NCLEX-PN which is required for practice as a Licensed Practical Nurse. Licensed Practical Nurses function under the supervision of the registered nurse or physician.

Licensed Practical nurses may be employed in hospitals, long term care facilities, clinics, doctors' offices, industry, and community health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

Also, see Hepatitis B vaccination requirements under INSURANCE in the FEES AND EXPENSES section.

		Hours Per Week			Cr. Hrs. Equiv.
		Class	Lab	Pract.	
<b>First Quarter</b>					
BIO 1510	The Human Body: Structure and Function	6	0	0	6
NUR 1001	Basic Concepts in Practical Nursing	7	4	3	10
PSY 201	General Psychology I	3	0	0	3
					19
<b>Second Quarter</b>					
ENG 101	English Composition I	3	0	0	3
NUR 1002	Common Adaptations	8	2	12	13
PHM 101	Pharmacology I	3	0	0	3
					19
<b>Third Quarter</b>					
NUR 1003	Nursing Across the Lifespan I	7	2	12	12
PHM 102	Pharmacology II	3	0	0	3
PSY 210	Human Growth and Development	3	0	0	3
					18
<b>Fourth Quarter</b>					
NUR 1004	Nursing Across the Lifespan II	4	2	15	10
NUR 1005	Contemporary Issues in Practical Nursing	4	0	0	4
					14
Total Credit Hours Required for Graduation					70

## TELECOURSES

COA offers several telecourses, courses whose lessons are delivered over television and can be watched at home. Students may watch them as they are broadcast or may tape them for later viewing. Telecourses may be more difficult than traditional courses since the students have to work more independently than their counterparts in traditional courses. Successful telecourse students must be self-motivated.

Several times during the broadcast of the course, students may be required to come on campus for orientation, review sessions, and test-taking. Telecourses count the same number of credit hours as their on-campus equivalent courses and are college-transferable. The registration procedure for telecourses is the same as for traditional courses. Because courses offered in this method vary from quarter to quarter, the schedule of course offerings for the quarter should be consulted to determine which courses are actually being offered as telecourses.

## COOPERATIVE EDUCATION

Cooperative Education provides students an opportunity to earn college credits for employment related to the curriculum in which they are enrolled as well as to make a student's educational program more relevant and meaningful by integrating classroom study with a planned and supervised work experience. Participation in Cooperative Education is open to students in most transfer, technical, and vocational programs.

The Director of Cooperative Education and Job Placement is responsible for locating and/or approving appropriate co-op assignments for students applying to enter the program. If a student has a curriculum-related job, that job may be used for a co-op assignment if it is approved as a valid work experience by the Director of Cooperative Education and Job Placement and by the student's employer.

College of The Albemarle offers the following two types of co-op work experience: the parallel plan and the alternating plan. The parallel plan allows the student to attend school part of the day and to work in a curriculum-related job when not in class. The alternating plan allows the student to work full-time during the summer break between the freshman and sophomore year.

### Eligibility

All students who are enrolled in programs which qualify for Cooperative Education and who have completed 12 or more credit hours in their curriculum area are eligible for co-op if they meet the following requirements:

1. Are enrolled in six or more credit hours of college courses;
2. Have a grade point average of 2.0 ("C") or better after completing 12 quarter hours; and
3. Have the recommendation of an instructor in the student's program of study and the approval of the Director of Cooperative Education and Job Placement.

### Application Procedure

Interested students should obtain an application form from the Career Development Center and schedule an interview with the Director of Cooperative Education and Job Placement. Acceptance in the Cooperative Education program is based upon the student's application, college transcript, and availability of appropriate employment.

### Academic Credit

Credit hours for Cooperative Education work periods are determined by the number of hours worked per quarter. Students working an average of 10 hours weekly (110 hours per quarter) earn one hour of credit per quarter; students working an average of 20 or more hours weekly (220 or more hours per quarter) earn two hours of credit per quarter. Students in the technical and vocational programs may earn up to a total of six hours of credit. In most technical and vocational programs, Cooperative Education may be used as designated course substitutions. Students in the college transfer programs may earn up to six hours of add-on credit. (Credits do not satisfy degree requirements; however, participation in Cooperative Edu-

cation is an educational experience and an asset to a student's transcript and résumé.)

Before officially registering for a co-op work experience course, the student must have a co-op job assignment and have written approval from the Director of Cooperative Education and Job Placement to register for the appropriate Cooperative Education course.

## DEVELOPMENTAL EDUCATION

College of The Albemarle's Developmental Education courses are a key component of the college's "open-door" admissions policy. Some students seeking admission to the college's academic programs find themselves under-prepared. Developmental Education courses offer these students an opportunity for study which will prepare them to enter the curriculum of their choice with a good probability of success.

The academic needs of many under-prepared students often include strengthening their skills in reading, mathematics, grammar, and composition. Students enrolled in Developmental Education courses concentrate on their particular areas of weakness and may, at the same time, study specific curriculum courses which seem feasible in view of their needs and interests. This permits students to make some progress toward a degree while also correcting deficiencies.

Any student may register for Developmental Education courses; however, most students enroll in the courses through the Admission Office's screening process. All those students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have taken 12 or more hours of classes but are uncertain of a program of study are required to take a Placement Test Battery. Students who score below the designated minimum scores are enrolled in Developmental Education courses for indicated course work. Completion of this course work is required prior to enrolling in specific courses or programs.

Students who place in two or more courses below the 100-level will be required to enroll in PSY 100 Applied Psychology, which has been designed to assist students in acquiring the skills needed for academic and life-long success. Students must complete this course prior to enrolling in a curriculum program. Students placing in developmental reading, English, and mathematics must enroll in ORI 99 College Success Skills. Students placing in two developmental areas must take ORI 100.

The following is a list of Developmental Education courses:

<b>Chemistry</b>		
CHM 100	Basic Chemistry	3(3-0)
<b>English</b>		
ENG 91	Grammar Fundamentals	5*(5-0)
ENG 92	Composition Fundamentals	5*(5-0)
<b>Mathematics</b>		
MAT 91	Basic Mathematics	5*(5-0)
MAT 108	Beginning Algebra	5(5-0)
MAT 109	Intermediate Algebra	4(4-0)
MAT 110	Beginning Trigonometry	3(3-0)
<b>Nursing</b>		
NUR 100	Orientation to Nursing	2(2-0)
NUR 210	Test-Taking Strategies for Nursing Students	1(1-0)
<b>Orientation</b>		
ORI 99	College Success Skills	3*(3-0)
ORI 100	The College Experience	1(1-0)
<b>Psychology</b>		
PSY 100	Applied Psychology	3(3-0)
<b>Reading</b>		
RED 89	Basic Reading I	
RED 90	Basic Reading II	5*(5-0)
RED 91	Fundamentals of Reading	5*(5-0)
RED 100	Advanced Reading	3(3-0)

NOTE: Credit hours for developmental courses with three-digit numbers do not count toward Associate in Arts, Associate in Science, or Associate in Fine Arts degrees.

\*Denotes Preparatory credit only (non-transferable).

## EVENING PROGRAM

College of The Albemarle offers an Evening Program leading to associate degrees and diplomas. The courses offered use the same or equally well-trained instructors, cover the same content, and carry the same college credit as courses taught during the college's regular day sessions. Credits for evening courses transfer to other institutions on the same basis as credits for College of The Albemarle courses offered during the day.

Evening Program courses are usually scheduled Monday through Thursday evenings and occasionally on Friday. Courses which require three hours of lecture and/or laboratory per week usually meet once a week from 7:00 p.m. to 10:00 p.m. Courses which require more than three hours per week usually meet twice weekly. Evening classes are also offered from 5:30 p.m. to 6:50 p.m.

Admission requirements and cost for all evening courses are the same as for courses offered during the day.



A schedule of the times and locations for evening courses and additional information are available from the Evening Program Director or the associate dean at the Dare County Campus or the Chowan County Center.

Continuing education (non-credit) classes are also offered during evening hours. For further information, refer to the section entitled Continuing Education Division.

## LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center (LRC) at College of The Albemarle provides library, audiovisual, and other teaching/learning services to support and enrich the educational programs of the college. These services are provided to students, faculty and staff, and community patrons.

LRC resources and services include a 53,000 volume library, 260 periodicals, videos, cassette tapes, transparencies, computer software, and a leisure reading collection. Microfilm copies of back issues of selected magazines, newspapers, and certain historical records covering the college's service area are available, also. The LRC has an automated library system with public access terminals at the campuses in Elizabeth City and Manteo and at the center in Edenton. The library is also a member of the North Carolina Information Network and offers online database searching.

The LRC staff includes a professional librarian, technicians, and library assistants who provide instruction and assistance in the use of LRC materials, equipment, and services at all hours the LRC is open. The LRC is located on the lower level of the B Building and must be entered through the center courtyard.

## BASIC SKILLS EDUCATION

College of The Albemarle's Basic Skills Education Program is designed to provide a coordinated delivery of adult literacy programs and services and to assure easy access to literacy instruction for all people in the college's seven-county service area.

For admission to the basic skills classes, a person must be 18 years of age. However, public school dropouts between the ages of 16 and 18 may be admitted as students with special needs. High school graduates may enroll for remedial or life skills training.

Basic Skills Education Programs are offered entirely free of cost, including books and instructional materials. However, students are responsible for paying a \$7.50 test fee and furnishing a picture identification and social security number at their initial GED testing session. The

Basic Skills Program is comprised of the following components:

- A. **Adult Basic Education (ABE)** is a program of basic skills in reading, writing, and arithmetic for adults.
- B. **General Educational Development (GED)** is a program of instruction in writing, social studies, science, literature and the arts, and mathematics. It is designed to prepare adult students to pass the GED tests which lead to a high school diploma equivalency certificate. The certificate is awarded by the North Carolina Department of Community Colleges.
- C. **Adult High School Diploma (AHSD)** is a program of instruction designed to help adult students earn a high school diploma. It is available at the main campus and Chowan County Center through a cooperative agreement between College of The Albemarle and participating boards of education in Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans counties. Students entering the AHSD program must have a transcript of courses they have completed. Upon passing the North Carolina Competency Tests and upon successful completion of the required courses, students are awarded an Adult High School Diploma by the cooperating county board of education and College of The Albemarle.
- D. **Compensatory Education (CED)** is a program of instruction for mentally handicapped adults. Units of study available for CED students include language, mathematics, social sciences, community living, consumer education, health, and vocational education. CED students must be referred to the college by Albemarle Mental Health.
- E. **English as a Second Language (ESL)** is a program designed to serve adults who need to master English as their second language. Conversational skills as well as writing, listening, and citizenship skills are emphasized. The Department of Immigration and Naturalization certifies College of The Albemarle to make application for the immigrant wishing to change from temporary to permanent residency.
- F. **Special Programs**
  1. The Adult Basic Literacy Education (ABLE) program is one which offers opportunities for adults to improve their reading, math, and grammar skills. Class instruction is provided through participation in an individualized learning program including computer-assisted

instruction and one-on-one tutoring. ABLE serves adults who read or compute below the ninth grade level as determined by diagnostic tests. After completing courses offered in the ABLE program, students are encouraged to enroll in the college's Bridges Program or Learning Lab to earn the high school diploma equivalency. ABLE instruction is available at the ABLE Center located in Edgewood Center in Elizabeth City and the Dare County Campus in Manteo. ABLE/GED instruction is available also at the Chowan County Center located in Edenton Village Shopping Center in Edenton. At each site, community volunteers are an integral component of the program. Volunteers serve primarily as reading tutors for students who read below the fourth grade level. Each program also provides support, referral, and instruction which assist adults in meeting their life goals, such as continuing their education, obtaining jobs, or becoming more effective parents. In addition, the ABLE Center in Elizabeth City provides child care services and transportation costs for qualifying students.

2. The Bridges Program is designed to provide an educational opportunity for adults who seek to improve themselves academically and personally. Through this program, students participate in a classroom course of study leading toward the successful completion of the GED high school diploma equivalency examination.

Students in the GED component of the Bridges Program are provided academic advisement and career, personal, and social counseling. Upon completion of the program, students are encouraged to seek employment or continue their education. Each cycle of the GED component consists of 11 weeks of intensive study and comes under the course title of GED Preparation. During the 11-week cycles, primary emphasis is on GED completion; however, job-keeping and job-seeking skills are addressed. Students benefit from classroom instruction, computer-assisted instruction, and one-on-one tutoring. Child care services and transportation costs are reimbursed at a specified rate for qualifying students.

Human Resources Development (HRD) is a component of the Bridges Program and provides short-term training and counseling designed to help unemployed and underemployed students successfully enter the work force or to

further their education. The program offers pre-vocational training, counseling and job placement assistance. The training focuses on the development of basic workplace skills such as learning problem-solving, job hunting skills and communication; developing a positive self-concept; assessing personal assets and liabilities; and learning to keep the job. The length of each class varies. Applications for HRD may be completed through the Bridges Program.

3. The Learning Labs, located in the Learning Resources Center on the main campus and at the Dare County Campus and Chowan County Center, provide students with opportunities for completing high school, preparing for college, supplementing college courses, and studying in many areas of interest. For more information about these two programs available in the Learning Labs, see the descriptions previously included in this section.

The Learning Labs also offer support to students enrolled in curriculum programs at the college through the following:

- (a) Computer-Assisted Instruction (CAI) programs for use on computers. Students may use the computers and the software as assigned by college faculty or for personal enrichment at any time during the Learning Labs' operational hours. (Elizabeth City and Dare County)
- (b) Curriculum Skills Laboratories offer students the opportunity for help in any problem area and the chance to reinforce skills being learned in the classroom through computer-assisted instruction. Students may enroll in the Guided Studies Labs upon recommendation by their college instructor. (Elizabeth City and Dare County)
- (c) Developmental Education courses are also taught through the Learning Lab as needed in Dare County.

## **BUSINESS AND INDUSTRY SERVICES**

The Small Business Center serves as the primary contact between the college and the business community. The Director of the Small Business Center identifies services and training the college can provide for area business and industry and coordinates topical workshops and seminars on specialized subjects. The Director of the Small Business Center assists local industrial development commissions and chambers of commerce in promoting economic development in the college's seven-county service area.

The Small Business Center also provides a resource library of various print and non-print media on business-related subjects. These materials are available to local business owners and employees at no charge and include U.S. Small Business Administration publications, magazines, books, audio tapes, video conferences, computer software, and video cassettes.

For anyone interested in starting a business or perhaps needing some direction or help with an existing business, one-on-one consultation is available at the college's Small Business Center. Also, the center's director provides referrals to state agencies and supplies information about a variety of support services available to potential and present small business owners.

The center serves as a training site for the N. C. Bar Association, the N. C. Trial Lawyers Association and provides continuing education programs for insurance professionals through the Northeastern Association of Life Underwriters and the Independent Insurance Agents of North Carolina.

## CONTINUING EDUCATION DIVISION

One of the major functions of a comprehensive community college is that of providing educational programs for adults in its service area. The Continuing Education Division places a strong emphasis on the value of life-long education and provides a variety of courses and activities to meet the particular needs and interests of individuals, businesses, and industries in the area.

Occupational, academic, avocational, and practical skills courses are offered for individuals 18 years of age or older and for those who need vocational or professional retraining and upgrading. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

### Admission

Any adult 18 years of age or older who is not enrolled in public school may be admitted to a Continuing Education class. In some circumstances, with the approval of the appropriate public school official, a public school dropout between 16 and 18 years of age may enroll in certain courses.

### Class Schedules

A schedule of classes is published and mailed to every post office box holder and address in the college's seven-county service area prior to the beginning of each quarter. Courses are also announced through the local news

media. Classes are organized on the basis of need, interest, and availability of suitable facilities and qualified instructors.

### Course Repetition Policy

Students who enroll in an occupational extension course more than twice within a five-year period shall pay a designated cost per contact hour of instruction. Students shall be primarily responsible for monitoring course repetitions; however, the college shall review records and charge students full cost for courses taken more than twice. Courses for certification, licensure, and recertification are exempt.

### Class Registration

Students in most Continuing Education offerings may enroll in a specific course by attending and registering during the first two regular class meetings. Literacy classes, however, follow an open enrollment procedure which allows students to enroll at any time. Students are not restricted by the number of times of re-enrollment in a continuing education course; however, continuing education instructors are expected to assist each student in developing educational goals which are progressive, measurable, attainable, and easily evaluated.

### Class Locations

Many Continuing Education courses and services are provided on campus. Additional classes are taught in surrounding communities or within a particular business or industry in the Albemarle area. Almost any course can and will be organized when a sufficient number of residents indicate an interest in having a class brought to a particular location and when instructional funds are available.

### Course Descriptions

Course descriptions for Continuing Education courses are not listed in this publication because of the large number and variety offered. Instead, examples of the types of courses which have been offered are included. Specific course descriptions are furnished upon request. Courses not previously available may be offered to meet expressed needs of the community when evidence of such need is presented to the college.

### Fees

A registration fee of \$35 is charged for enrollment in each occupational and avocational course and \$30 for each academic and practical skills course. Tuition is subject to change by the North Carolina State Board of Community Colleges.

Volunteer firemen, law enforcement personnel, and rescue/lifesaving personnel are not charged a registration fee for enrolling in training courses. Prison inmates are not

charged for any Continuing Education courses. Students who enroll in literacy courses are also exempt from paying the registration fee. Persons 65 years of age or older may also take occupational classes without paying registration fees.

Recreational courses are subject to a tuition charge which enables these courses to be self-supporting. This tuition charge varies depending on the course taken and is generally substantially more than the standard registration fee.

Students are expected to provide the supplies, materials, tools, and books they will need in Continuing Education courses. Instructional services and instructional materials are supplied by the college.

Accident insurance is available to all Continuing Education students. This insurance is strongly suggested for students who participate in laboratory activities using equipment and machinery which might cause physical injury. For information about accident insurance, students should visit or call the Business Office.

All persons who enroll in any COA program in which they could be exposed to bloodborne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (See program head for additional information.)

### **Registration Fee Refund Policy**

A registration fee refund shall not be made except under the following circumstances:

1. For classes scheduled to meet four times or less, a full 75percent refund shall be made upon request of the student who officially withdraws from the class(es) prior to or on the first day of the class(es);
2. For classes scheduled to meet five or more time, a full 75percent refund shall be made upon request of the student who officially withdraws from class(es) prior to, or on the official 20percent point of the class(es). *Requests for refunds will not be considered after the 20 percent point;*
3. For classes beginning at times other than at the beginning of the quarter, applicable provisions as noted in Subparagraphs (d) (1) and (2) of this rule apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date;
4. At the time of official withdrawal under this policy, the College shall notify the student of the right to receive a refund;
5. **NO REFUNDS** will be given on classes designated Community Service Education (Academic, Avocational, Practical Skills) due to their **SELF-SUPPORTING STATUS**.

### **Certificates**

College credit is not given for completion of Continuing Education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designated courses.

### **Continuing Education Units**

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all academic and occupational courses taken by Continuing Education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (class) hours. For example, if a student is enrolled in a 36-hour course and attends at least 80 percent of the time, 3.6 CEU's will be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Continuing Education Division.

### **Learning Resources Center Privileges**

Students participating in any of the programs offered by the college have the privilege of using all the services of the Learning Resources Center without additional charge. Continuing Education students, however, are required to complete a LRC application before checking out materials.

### **Programs of Instruction**

The seven major program areas in the Continuing Education Division are described as follows:

#### **I. Occupational Extension Courses**

Occupational extension courses consist of single courses, each complete in itself, designed for the specific purpose of training persons for employment, upgrading the skills of those presently employed, and retraining others for new employment in occupational fields.

#### **II. Academic Extension Courses**

Academic extension courses consist of single courses, each complete in itself, designed to serve the educational needs of adult residents. They include courses in the humanities, mathematics, natural sciences, and social sciences.

#### **III. Practical Skills Extension Courses**

Practical skills extension courses consist of single courses, each complete in itself, designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement their income or may reasonably lead to their employment.

**IV. Avocational Extension Courses**

Avocational extension courses consist of single courses, each complete in itself, which focus on participants' personal or leisure needs rather than their occupational, professional, or employment needs.

**V. Special Extension**

College of The Albemarle offers the following programs to increase participants' competence in specialized occupational areas. For further information about any of the programs described, contact the Continuing Education Division.

**A. Fire Service Training** provides a continuous program of training and education which prepares firefighters to confront situations nonexistent a few years ago. Training sessions are held in the local fire departments, allowing firefighters to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires.

**B. Hospitality Training Program** trains participants in the area of food services, lodging, recreation, and travel information. The program's primary objectives include providing employers with well-trained personnel to operate their businesses, developing within individuals the skills which will qualify them for better employment opportunities, and providing better hospitality services to the residents of North Carolina and to the visitors of the state. Hospitality training is arranged and scheduled in accordance with the needs of businesses.

**C. Law Enforcement Training** courses are specifically designed as in-service and pre-service education for those individuals engaged in law enforcement activities. Provided at the request of law enforcement agencies, this training program is also designed to keep law enforcement officers abreast of legal and technological advancements while adding to their professional skills. Workshops and courses are offered on many topics.

**D. New or Expanding Industry Training** is available through College of The Albemarle's cooperation with new or expanding industries interested in training their workforce. The actual training is provided at the industry site where trainees receive instruction and, depending on the program objectives, may receive both classroom and on-the-job training. All training programs are established to meet the specific needs of a particular industry.

**E. Emergency Medical Training** provides organized classes for ambulance attendants in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing classes for rescue squad units.

**F. Management Development Training** is an elaborate program administered by College of The Albemarle in an effort to meet the needs of individuals in business and industry. The program is designed to upgrade the competency of supervisory and middle-management personnel as well as train persons interested in becoming supervisors. Management Development Training is an investment in the future and may pay rich dividends to those individuals and organizations taking advantage of this training. In addition to improving and enhancing skills and competency for the job place, this program helps enhance employees' relationships with others. Programs can be tailored to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer. Specialized courses focusing on safety and management's responsibilities as required by the Occupational Safety and Health Act are also available. These courses are designed to increase employee safety awareness.

**VI. Community Services**

College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost every program area. Groups and agencies are invited to contact the Continuing Education Division to arrange such activities.

**VII. Special Projects**

A variety of special projects as well as other programs and events are conducted by the college through special grants and funds. These special projects are frequently administered by the Continuing Education Division.

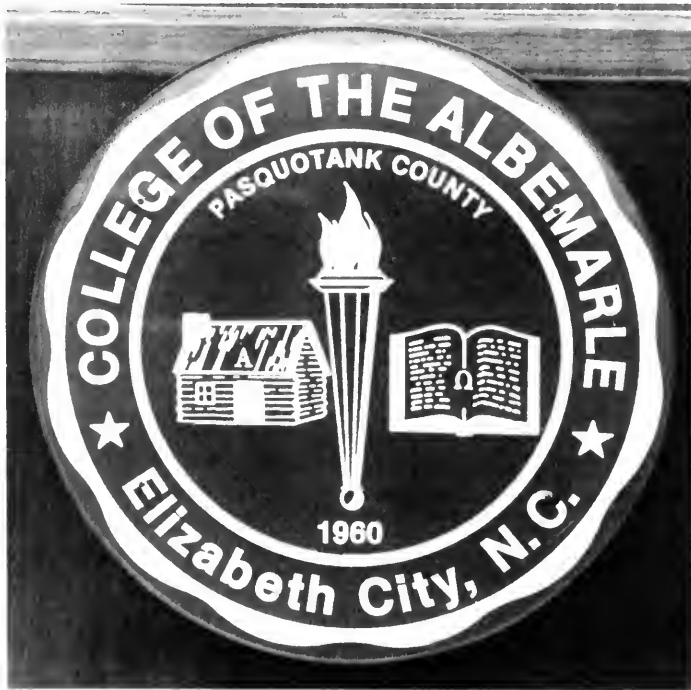
## **CULTURAL ENRICHMENT PROGRAM**

The purpose of the Cultural Enrichment Program is to expand the appreciation for the arts in the communities served by the college. This program includes a Community and Schools Series with performances which are usually free of charge and held in the COA Community Center Auditorium. College of The Albemarle's Cultural Affairs Committee, the North Carolina Arts Council, and the Boards of Education from Camden, Currituck, Pasquotank, and Perquimans counties also sponsor a Family Series, which provides free educational performances during school time in addition to evening public performances.

Season memberships are available for COA Center Stage performances, which provide cultural art forms not usually available in Northeastern North Carolina.

The Spring Arts Festival includes a production by the college's Student Theatre organization, COAST Players, and an art workshop.

Art exhibits are displayed monthly, September through May, in the main hall on the first floor of the college's A Building. For more information about the Cultural Enrichment Program, contact the chairman of the Fine Arts Department or the Community Center Manager.



# COURSE DESCRIPTIONS

## COURSE NUMBERING

Courses at College of The Albemarle are numbered in accordance with the following system:

1. All courses having a three-letter prefix followed by a three-digit number which are listed under the headings of ART, BIOLOGY, CERAMICS, CHEMISTRY, CRIMINAL JUSTICE, DANCE, DESIGN (Creative and Aesthetic), DRAMA, ECONOMICS, ENGLISH, FRENCH, GEOGRAPHY, HEALTH, HISTORY, HUMANITIES, LIBRARY SCIENCE, MARINE SCIENCE, MATHEMATICS, MUSIC, PHYSICAL EDUCATION, PHYSICAL SCIENCE, PHYSICS, POLITICAL SCIENCE, PSYCHOLOGY, SAFETY, SOCIOLOGY, SPANISH, and SPEECH are college transfer courses. Any exception is noted in the course description and in number 4 which references developmental education courses. Also, many primarily technical courses, as described in number 2, may count as electives toward the A.A., A.S., and A.F.A. degrees and are so noted in their course descriptions.
2. All courses having a three-letter prefix followed by a three-digit number which are listed under the headings of ACCOUNTING, AMERICAN INSTITUTE OF BANKING, APPRAISAL, ARCHITECTURE, BUSINESS, COMPUTER APPLICATIONS, COMPUTER SCIENCE, COOPERATIVE EDUCATION, CRIMINAL JUSTICE, DESIGN DRAFTING, DRAFTING, ELECTRONICS, MARKETING, NURSING, OFFICE SCIENCE EDUCATION, PARALEGAL, PHARMACOLOGY, and REAL ESTATE are technical courses.
3. Vocational courses are indicated by a three-letter prefix and a four-digit number. They cannot be used to satisfy associate degree requirements.  
Example: AUT 1140.
4. Developmental Education courses are indicated by a three-letter prefix and a two-digit number or, for some courses, a three-digit number. These courses appear under the subject headings of CHEMISTRY, ENGLISH, MATHEMATICS, NURSING, ORIENTATION, PSYCHOLOGY, and READING. The Developmental Education courses which are strictly for preparatory credit (non-transferable) or which are not applicable to the A.A., A.S., and A.F.A. degrees are so indicated in their course descriptions.

Example: RED 91 (preparatory credit, non-transferable) or PSY 100 (Does not count toward completion of A.A., A.S., and A.F.A. degrees)

5. Freshman college transfer and technical courses are indicated by a three-letter prefix and are numbered 100-199.

Example: MAT 121.

6. Sophomore college transfer and technical courses are indicated by a three-letter prefix and are numbered 200-299.

Example: MAT 201.

Following each course description are the quarter(s) the course is normally offered (F-Fall Quarter; W-Winter Quarter; S-Spring Quarter; SS-Summer Quarter; Var.-Varies depending upon sufficient demand or request for the course) and the number of quarter credit hours with the number of lecture and lab hours per week in parentheses. Vocational course descriptions include the equivalent of quarter hours credit and in parentheses the number of class hours, lab hours, and shop practice or clinical hours per week.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

## ACCOUNTING

**ACC 124 Payroll Accounting:** ACC 124 is an introduction to payroll accounting and covers basic payroll procedures, records, laws, and forms. (W,S) 3(3-0)

**ACC 203 Principles of Accounting I:** ACC 203 includes a study of beginning accounting principles, the accounting cycle, and how to record transactions using journals and ledgers. Students also learn to prepare the three basic accounting statements and a worksheet. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: None; BUS 104 is encouraged. (F) 4(3-3)

**ACC 204 Principles of Accounting II:** ACC 204 includes a study of receivables and payables, deferrals and accruals, depreciation, payrolls, and systems and controls. Students also learn to compute inventory costs and to record these costs on income statements and balance

sheets. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: ACC 203. (W) 4(3-3)

**ACC 205 Principles of Accounting III:** ACC 205 covers some of the more advanced concepts and principles of accounting. Students learn about accounting for partnerships and corporations as well as long-term liabilities and investments. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: ACC 204. (S) 4(3-3)

**ACC 210 Computerized Accounting:** ACC 210 introduces students to computerized accounting principles and covers five major accounting systems commonly found in computerized accounting environments. These systems are general ledger, depreciation, accounts receivable, accounts payable, and payroll. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisites: ACC 203 and ACC 204. (S) 3(3-0)

**ACC 212 Bookkeeping:** ACC 212 introduces principles, techniques, and tools of accounting for understanding the mechanics of accounting. Topics include collecting, summarizing, analyzing, and reporting information about services and mercantile enterprises. Emphasis is on practical application of the principles learned. Prerequisite: None; BUS104 encouraged. (S) 4(3-2)

**ACC 229 Taxes:** ACC 229 is designed to provide students with an understanding of federal and state income taxes. Topics include a study of income tax withholding, forms to be used, special tax situations, and the basic individual income tax returns. (W,S) 4(3-2)

**ACC 230 Federal Income Taxes for Individuals:** ACC 230 introduces students to the federal tax law and to recommended procedures for preparing individual income tax returns. Emphasis is on preparing federal income tax returns. (Var.) 1(1-1)

## AIR CONDITIONING, HEATING, AND REFRIGERATION

**AHR 1120 Principles of Refrigeration and Air Conditioning:** This course is an introduction to the principles of refrigeration, terminology, use and care of tools and equipment, and identification and function of the component parts of a system. Other topics include the basic laws of refrigeration; characteristics and comparison of the various refrigerants; and use and construction of valves, fittings, and basic controls. Practical work includes

tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. (F) 10(5-0-15)

**AHR 1122 Domestic and Commercial Refrigeration:** This course focuses on domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, accessories, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, and servicing methods are also included. Refrigeration heat loads are studied, and students are introduced to air conditioning. (W) 7(3-0-12)

**AHR 1124 Air Conditioning and Refrigeration Servicing:** This course focuses on installing, maintaining, and servicing equipment used in the cleaning, changing, humidifying, and controlling of air temperature in an air conditioned space. The ducts and lines needed to connect various components are installed. Shop work involves burner operation, controls, testing and adjusting air conditioning and refrigeration equipment, and locating and correcting equipment failure. (SS) 5(3-0-6)

**AHR 1125 Principles of Air Conditioning and Heating:** Work in this course includes the selection of various heating, cooling and ventilating systems and investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Psychometric charts are used in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. (S) 7(3-0-12)

**AHR 1128 Automatic Controls I:** This course focuses on the types of automatic controls and their function in air conditioning, heating, and refrigeration systems. Electric and pneumatic controls for domestic and commercial cooling and heating, zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls are also studied. (S) 5(3-0-6)

**AHR 1129 Automatic Controls II:** This course provides a study of more complex controls used in heating, air conditioning, and refrigeration systems, both domestic and commercial. (SS) 5(3-0-6)



## AMERICAN INSTITUTE OF BANKING

**AIB 202 Principles of Banking:** AIB 202 presents the fundamentals of banking functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. The radical changes in banking policy and practice which have occurred in recent years are included. Topics covered are banks and the monetary system; negotiable instruments; the relationship of the commercial bank to its depositors; types of bank accounts; the deposit function; the payments function; bank loans and investments; other banking services, including trust, international, and safe deposit; bank accounting and marketing; external and internal controls; and the public service obligations of banks. (Var.) 3(3-0)

**AIB 204 Commercial Lending:** AIB 204 provides entry-level commercial lending officers and officer trainees with the knowledge and skills needed to service the needs of the bank's corporate clients effectively and contribute to bank profitability. The course provides a conceptual framework for the study of commercial lending and focuses on how the commercial lending business is organized and how it contributes to bank profitability as well as on the commercial lending process from the initial loan request through collection. Prerequisites: AIB 202, ACC 203, and ACC 204. (Var.) 3(3-0)

**AIB 205 Bank Management:** AIB 205 is based on new trends which have emerged in the philosophy and practice of management and provides new and experienced bankers with a working knowledge of bank management. The course covers business management rather than personnel management and touches on objectives, planning, structure, control, and the interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases. Prerequisites: AIB 202, ACC 203, and ECO 201. (Var.) 3(3-0)

**AIB 207 Consumer Lending:** AIB 207 is an overview of the consumer credit operation. The role of consumer credit in overall banking operations is examined. Students gain an improved understanding of the consumer credit function within a bank. Topics include evaluating credit risks, consumer credit policy, the loan process (from application through documentation and closing), servicing and collecting loans, consumer compliance, and portfolio management. (Var.) 3(3-0)

**AIB 210 Money and Banking:** AIB 210 covers the practical aspects of money and banking as well as basic monetary theory, including economic stabilization, types

of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange. (Var.) 3(3-0)

**AIB 212 Supervision for Bankers:** The primary objective of AIB 212 is to help new or potential supervisors become better managers by developing the broad perspectives and fresh insights into interpersonal relations required by today's successful managers. (Var.) 3(3-0)

**AIB 218 Oral and Written Communication Skills for Bankers:** AIB 218 teaches students the skills to communicate effectively with co-workers and customers. It also provides students with an understanding of core communication principles which are essential for effective communication. (Var.) 3(3-0)

**AIB 220 Officer Calling Skills/Product Knowledge:** The Key to Successful Selling: AIB 220 teaches students how to call on business loan prospects while maintaining solid business relationships. The course provides students with an understanding of the range of financial products a bank can offer and explains the needs these products meet. (Var.) 3(3-0)

**AIB 230 Financial Planning:** AIB 230 addresses the perspectives, principles, and practices of financial planning in an understandable, step-by-step format. It is designed for a broad range of students who want to learn about the financial planning process. (Var.) 3(3-0)

**AIB 233 Analyzing Financial Statements:** AIB 233 provides commercial loan officers with the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity. Understanding the importance of financial analysis to the commercial lending process, the types of business borrowers, the funds flow cycle, pro forma statement analysis, and advanced analytical techniques are covered. Students also learn how to analyze a company's income statement and balance sheet, calculate and interpret key ratios, and prepare and interpret cash budgets. Prerequisite: ACC 203 and ACC 204. (Var.) 3(3-0)

**AIB 234 Law and Banking:** AIB 234 provides an overview of the legal aspects of banking. It is designed to equip students with a non-technical, clear understanding of all aspects of the legal system which affect banks. Topics include the court system and civil procedures, consumer protection, negotiable instruments, partnerships, corporations, sales of personal property, bank deposits and collections, and legal aspects of bank transactions. (Var.) 3(3-0)

**AIB 236 Residential Mortgage Lending:** AIB 236 assists mortgage loan officers in developing sound mortgage portfolios. Topics include a picture of the mortgage market, the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and the obligations of the mortgage loan officer in overall portfolio management. Prerequisite: AIB 202. (Var.) 3(3-0)

**AIB 239 Marketing for Bankers:** AIB 239 provides instruction in basic marketing principles and their practical application to the banking industry. The course also covers the scope and advantages of all banking services and teaches students to recognize and meet customer needs by selling these services. Course topics include public relations and communications, consumer motivation and buying behavior, and marketing. (Var.) 3(3-0)

## APPRAISAL

**APR 117 Introduction to Real Estate Appraisal (R-1):** APR 117 introduces students to the subject of real estate appraisal and prepares students for the R-2 course Valuation Principles and Procedures. Topics include basic real property law, various concepts of value, operation of real estate markets, real estate financing terminology and practices, an introduction to the basics of residential construction and design, and an overview of the entire valuation (appraisal) process. Residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process, are also studied. In addition, relevant mathematical concepts are reviewed; and students are introduced to statistical concepts used in appraisal practice. (Var.) 3(3-0)

**APR 118 Valuation Principles and Procedures (R-2):** APR 118 focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential 1-4 unit properties and small farms; however, all concepts and procedures covered are applicable to the appraisal of all types of properties. The course includes a review of the appraisal process and coverage of the sales comparison approach, site valuation methods used to appraise residential 1-4 unit properties, and the cost approach. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Students are also introduced to the process of reconciling property value estimates obtained through application of the approaches to value. Prerequisite: APR 117 (R-1). (Var.) 3(3-0)

**APR 119 Applied Residential Property Valuation (R-3):** APR 119 covers laws, rules, and standards which must be followed by appraisers and focuses on the application of principles and procedures to the appraisal of residential 1-4 unit properties and small farms. Topics include federal laws/regulations applicable to appraisers, provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules, the Uniform Standards of Professional Appraisal Practice, and appraisal reports, with emphasis on standard report forms. Students then participate in a comprehensive case study of an appraisal of a single-family house using the URAR form. Instruction is also provided on various special considerations in appraising other types of residential 1-4 unit properties, farms, and special (partial) property interests as well as condemnation appraisals. Prerequisite: APR 118 (R-2). (Var.) 3(3-0)

**APR 251 Introduction to Income Property Appraisal (G-1):** APR 251 includes a review of the income capitalization concept, valuation process, and market analysis. Basic algebra; statistical concepts used in real estate appraisal; mathematics used in appraising income properties, loan calculations, and estimating gross income and operating expenses; estimating net income before tax cash flow along with estimating value with a gross income multiplier are also covered. Students are introduced to direct capitalization with an overall rate and to other capitalization rates. Prerequisite: APR 119 (R-3) (Var.) 3(3-0)

**APR 252 Advanced Income Capitalization Procedures (G-2):** APR 252 includes a review of income capitalization concepts, capitalization rates, and direct capitalization. Students study the concepts of value components, investment methods for deriving capitalization rates, and residual techniques with direct capitalization, yield rates, financial leverage, discounted cash flow analysis, and other basic and traditional yield capitalization formulas. Students are given an overview of Ellwood and Akerson mortgage equity analysis. Prerequisite: APR 251 (G-1). (Var.) 3(3-0)

**APR 253 Applied Income Property Valuation (G-3):** APR 253 introduces students to federal regulations of appraisers, North Carolina Appraisers Act and Commission Rules, and uniform standards of professional appraisal practice. Topics include report preparation, appraising lease interest, and highest and best use analysis using case studies. Students examine case studies in appraising existing income properties and appraising development projects. Prerequisite: APR 252 (G-2). (Var.) 3(3-0)

## ARCHITECTURE

**ARC 207 Architectural Drawing I:** ARC 207 covers basic architectural drawing principles and practices, including basic design requirements for residential dwellings, energy conservation, solar applications, and a study of basic light construction principles, completing a floor plan of a residence is required. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 101. (S) 5(5-0)

**ARC 208 Architectural Drawing II:** ARC 208 is a continuation of Architectural Drafting I and includes studies and drawings of floor framing, wall and roof sections, foundations, elevations, details, specifications, and presentation drawings. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: ARC 207. (SS) 5(5-0)

## ART

[See also CERAMICS and DESIGN (Creative and Aesthetic)]

**ART 100 History and Appreciation of Art I:** ART 100 is a study of art (painting, architecture, and sculpture) from primitive times to the Byzantine, with reference to the life of the people during the time the art work was created. (F) 3(3-0)

**ART 101 History and Appreciation of Art II:** ART 101 is a study of art (painting, architecture, and sculpture) during the Middle Ages and including Islamic styles to Mannerism, with reference to the life of the people during the time the art work was created. (W) 3(3-0)

**ART 102 History and Appreciation of Art III:** ART 102 is a study of art (painting, architecture, and sculpture) from the 16th to the 20th centuries, with reference to the life of the people during the time the art work was created. (S) 3(3-0)

**ART 110 Crafts Design:** A beginning craft class, the student will explore craft design principles and the use of craft materials and tools. The course will expose the novice to the world of crafts and attempt to expand creative thinking skills through basic design principles as applied to crafts. Appropriate course for non-art major humanities elective. (F,Var.) 3(2-2)

**ART 111 Drawing I:** A beginning course, explores basic concepts of learning to see and draw. Emphasizes fundamentals of drawing; with investigation of processes and visual concepts in charcoal. (F,W) 3(2-2)

**ART 112 Drawing II:** A continuation of ART 111 with more emphasis on students drawing skills and techniques in various media. The course attempts to expand students' creative thinking skills through investigation of materials and the art elements of drawing. Prerequisite: ART 111. (W,Var.) 3(2-2)

**ART 113 Drawing III:** Beginning life drawing, structure, anatomy and composition using various media leading to an understanding of figure drawing. Prerequisite: ART 112 or permission of instructor. (S) 3(2-2)

**ART 210 Beginning Sculpture:** Explores basic concepts of sculpture, acquaints students with three-dimensional design and the nature of problem solving as related to sculptural form. Students will be exposed not only to sculpture processes and techniques but also to survey the methods, materials, and styles. (S) 3(2-2)

**ART 220 Beginning Painting:** Explores basic concepts of painting, acquaints students with a variety of media, techniques, and subjects. Prerequisite: ART 111 and DES 110 or consent of instructor strongly recommended. (W,Var.) 3(2-2)

## AUTOMOTIVE

**AUT 1100 Internal Combustion Engines:** AUT 1100 focuses on developing students' thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines is emphasized, including the testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems and cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing. Minimum clock hours—180. (F) 8(3-0-15)

**AUT 1110 Auto Electrical Systems:** AUT 1110 provides a study of the complete electrical system of an automobile including batteries, starters, generators, alternators, regulators, ignition, wiring, and schematic drawings. Proper testing methods and use of test equipment are stressed. Minimum clock hours—100. (W) 6(3-4-3)

**AUT 1112 Auto Electronics Systems:** AUT 1112 provides students with an in-depth knowledge of the electronics associated with the modern automobile. Instruction is provided in timing methods, electronic pick-ups, and sensors as they relate to internal combustion engines. Actuators, sensors, and computer controls for these systems are covered. Electronic controls as they relate to

transmissions, fuel systems, and brake systems are also studied. (S) 4(3-2-0)

**AUT 1115 Auto Fuel and Emission Systems:** AUT 1115 provides a study of the complete fuel and emission system, including fuel pumps, carburetors, fuel injectors, intake and exhaust manifolds, positive crankshaft ventilation, and emission control devices used by domestic and foreign automobiles. Minimum clock hours—100. (W) 6(3-4-3)

**AUT 1123 Brakes, Chassis, and Suspension:** AUT 1123 explores principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, steering, and braking systems is emphasized. Units of study include shock absorbers, springs, steering system, steering linkage, front end, and types and servicing of brakes. Minimum clock hours—90. (SS) 5(3-0-6)

**AUT 1124 Auto Transmissions and Drive Trains:** AUT 1124 introduces principles and functions of automotive power train systems, including clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials. Practical experience is provided in troubleshooting, servicing, and repair. Minimum clock hours—210. (S) 9(3-0-18)

**AUT 1125 Automotive Servicing:** AUT 1125 exposes students to coordinated methods of using knowledge acquired in previous automotive courses to troubleshoot correctly and repair any part of the automobile. This course also includes diagnostic testing. Minimum clock hours—80. (SS) 5(3-2-3)

**AUT 1140 Automotive Air Conditioning:** AUT 1140 introduces the principles of refrigeration. Assembly of the components and connections necessary in the mechanisms, methods of operation and control, and proper handling of refrigerants in charging the system are included in this study. Minimum clock hours—80. (SS) 4(2-0-6)

## BIOLOGY

**BIO 101 General Biology I:** BIO 101 introduces such basic biological principles as the nature of science; elementary chemistry; cell structure and function; energy transformation; and the anatomy and physiology of higher vertebrates, including coverage of digestion, excretion, and circulation. (F,W) 4(3-3)

**BIO 102 General Biology II:** BIO 102 is a continuation of the study of the anatomy and physiology of higher

vertebrates, including respiration, immunity and disease, locomotion, nervous mechanisms and behavior, sensory reception, hormones, and reproduction. (W,S) 4(3-3)

**BIO 103 General Biology III:** BIO 103 is a continuation of the study of the anatomy and physiology of higher vertebrates, including development, biochemical genetics, and heredity. Population genetics and evolution, introductory ecology and population study, and a survey of the major plant and animal phyla are also included. (S) 4(3-3)

**BIO 120 Selected Topics in Biology:** BIO 120 is designed for students interested in current issues in biology. Topics include energy problems, human population trends, pollution, social biology, marine resources, and other controversial issues. Independent literature research and discussion presentations are required. Field trips are used when appropriate. (Var.) 3(3-0)

**BIO 201 Anatomy and Physiology I:** BIO 201 is an integrated anatomical and physiological study of the human body, including chemistry, cell structure, tissues, the skeletal system, the muscular system, and the nervous system. Prerequisites: BIO 101-103 or placement test scores of 51 in verbal, 18 in math, and 12.6 in reading comprehension. (F,SS) 4(3-3)

**BIO 202 Anatomy and Physiology II:** A continuation of BIO 201, BIO 202 covers the nervous system, cardiovascular system, endocrine system, and special senses. Prerequisite: BIO 201. (W,SS) 4(3-3)

**BIO 203 Anatomy and Physiology III:** A continuation of BIO 202, BIO 203 covers the respiratory system, digestive system, urinary system, reproductive system, metabolism, fluids and electrolytes, development, and genetics. Prerequisite: BIO 202. (S,SS) 4(3-3)

**BIO 207 Microbiology:** BIO 207 focuses on microorganisms with an emphasis on morphology and physiological processes and their relationship to man and to the environment. Laboratory exercises introduce students to the detection, identification, and destruction of pathogenic microorganisms. Prerequisites: BIO 103 or BIO 201-203. (Var.) 4(3-3)

**BIO 210 Principles of Ecology:** BIO 210 focuses on basic ecological principles. Topics include productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A weekend field trip is required. Prerequisite: BIO 103. (Var.) 5(3-4)

**BIO 1510 The Human Body: Structure and Function:** BIO 1510 presents a study of the general plan of the human body and its 10 systems. Topics include how the body controls its functions, stands erect, and moves; how digestion of food takes place; how the body removes waste products; and how the body provides for reproduction and survival. Prerequisite: Admission to Practical Nursing program. (F) 6(6-0-0)

## BLUEPRINT READING

**BPR 1000 Blueprint Reading I:** BPR 1000 introduces basic principles of blueprint reading, lines, views, dimensioning procedures, and notes. (F) 4(4-0-0)

**BPR 1010 Blueprint Reading II:** BPR 1010 is a continuation of DFT 1000. Emphasis is on machine shop blueprint reading, section views, auxiliary views, and development. Prerequisite: BPR 1000. (W) 3(3-0-0)

**BPR 1020 Blueprint Reading III:** BPR 1020 is a continuation of DFT 1010. Emphasis is on machine shop blueprint reading, section views, auxiliary views, and development. Prerequisite: BPR 1010. (S) 3(3-0-0)

**BPR 1030 Blueprint Reading IV:** BPR 1030 is a continuation of DFT 1020. Topics include basic principles of machine drawings. Prerequisite: BPR 1020. (SS) 2(2-0-0)

**BPR 1104 Blueprint Reading: Mechanical:** BPR 1104 covers the interpretation and reading of blueprints. Study of the basic principles of the blueprint includes lines, views, dimensioning procedures, and notes. (F) 1(0-0-3)

**BPR 1116 Blueprint Reading: Air Conditioning:** BPR 1116 is a specialized course in drafting for heating, air conditioning, and refrigeration students. Emphasis is on reading blueprints which are common to the trade, including the following: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans such as duct and equipment layout plans, and shop sketches. Students make tracings of floor plans and layout air conditioning systems. (W) 2(1-0-3)

**BPR 1135 Blueprint Reading: Electrical I:** BPR 1135 provides the basic knowledge necessary to read and understand electrical blueprints and schematic drawings. Emphasis is on the use of symbols, how to sketch basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. (F) 2(2-0-0)

**BPR 1136 Blueprint Reading: Electrical II:** BPR 1136, a continuation of DFT 1135, teaches students to

read, draw, and understand electrical blueprints and schematic drawings. Emphasis is on the use of symbols, how to draw basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. Prerequisite: BPR 1135. (W) 2(2-0-0)

## BUSINESS

**BUS 104 Business Mathematics:** Introduces the application of standard principles of mathematics to business situations. Topics include markup, trade and cash discount, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, statistics, and instruction on the operation and use of electronic calculators used in business and industry. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: A minimum math placement score of 17. (F,W,S,SS) 5(5-0)

**BUS 106 Introduction to Business:** BUS 106 provides a comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,SS) 5(5-0)

**BUS 108 Personal Finance:** BUS 108 covers personal and family finance, installment buying, insurance, home buying, income taxes, the stock market, and other investment media. (W,S,SS) 5(5-0)

**BUS 109 Interpersonal Relations:** BUS 109 is designed to help individuals become more aware of themselves, their potential, and how to react in many situations. Emphasis is on personality; speech; grooming; and physical, mental, and social improvement pertaining to business and daily relations with others. (F,S) 3(3-1)

**BUS 115 Business Law I:** BUS 115 is designed to acquaint students with certain fundamentals and principles of business law, including contracts, sales, and bailments. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F,W) 3(3-0)

**BUS 116 Business Law II:** BUS 116 includes the study of laws pertaining to commercial paper, risk-bearing, partnership/corporation, agency, and property rights. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (W,S) 3(3-0)

**BUS 209 Business Communications:** BUS 209 covers the principles of modern business communications through the development of English grammar, with analysis and composition of the various types of effective business letters and reports. Prerequisite: ENG 101. (W) 3(3-0)

**BUS 217 Technical Report Writing:** This course introduces fundamentals of technical writing. Exercises in developing skills, techniques, and graphic devices and in writing business correspondence are completed by the student. Students will also complete exercises in writing special elements of reports. Prerequisite: ENG 101.

(W,S) 3(3-0)

**BUS 218 Information Systems—Issues and Trends:** BUS 218 is a culminating seminar course focusing on the latest ideas in the field of office systems. Recent trends in four major areas, namely, the workforce, the office environment, technology, and management strategies, are discussed. Each topic is relevant to current issues and trends. The content of this course changes with issues and trends occurring in the automated office. Prerequisite: CAS 214.

(S) 3(3-0)

**BUS 235 Business Management:** BUS 235 is an advanced course dealing with concepts and techniques of business management. The course will focus on management functions such as planning, organizing, leading, controlling and financing, with emphasis on issues that face small and medium sized firms as well as larger companies. Students will use computer-based tools in case studies and simulations of management activities and decision-making. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisites: BUS 106 and either CAS 137 or MAT 211.

(S) 3(2-2)

**BUS 271 Office Management:** BUS 271 presents the fundamental principles of office management. Emphasis is on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating office problems.

(S) 3(3-0)

**BUS 272 Principles of Supervision:** BUS 272 introduces the basic responsibilities and duties of supervisors and their relationship to superiors, subordinates, and associates. Emphasis is on securing an effective work force and on the role of the supervisor. Methods of supervision are stressed.

(S) 3(3-0)

**BUS 1103 Small Business Operations:** BUS 1103 is an introduction to the small business and covers basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.

(SS) 2(2-0-0)

## COMPUTER APPLICATIONS

**CAS 136 Microcomputer Operations:** CAS 136 provides a study of DOS software and microcomputer hardware as related to the installation, use, and maintenance

of business application software. Proper hardware operation and maintenance procedures, disk file maintenance, as well as system configuration and batch automation principles are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101.

(F,W) 4(3-3)

**CAS 137 Microcomputer Spreadsheets:** CAS 137 is a study of the applications software known as electronic spreadsheets and its applications in the modern business environment. Worksheet creation, operation, graphic display of data, and macro commands are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101.

(S) 4(3-3)

**CAS 138 Microcomputer DBMS I:** CAS 138 is a study of the software known as Database Management Systems and its applications in the modern business environment. DBMS operations such as file definition, form creation, data entry and maintenance, as well as query operations and report generation are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101.

(F) 4(3-3)

**CAS 139 Microcomputer DBMS II:** CAS 139 presents advanced concepts in database management and is a continuation of EDP 138. Course material is presented through a mixture of relational database theory and practice. Students learn how to design, develop, and write customized programs which interface with the database software as well as learn techniques for transferring data to and from word processing and spreadsheet files. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CAS 138 and at least one programming course or CSC 113.

(W) 4(3-3)

**CAS 140 Advanced Microcomputer Operations:** CAS 140 is an advanced study which continues the study of DOS software and hardware. Topics include system configuration and the use of menus, shells and operating environments, including Microsoft Windows. Students will work with advanced batch files and a variety of diagnostic and utility software. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CAS 136.

(S) 4(3-3)

**CAS 201 Microcomputer Installation and Maintenance:** CAS 201 is a study of the basic maintenance and installation methods and procedures for microcomputer-based computer systems. Preventive maintenance, diagnostic testing, equipment upgrades, and software configurations are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CAS 136.

(S) 4(3-2)

**CAS 206 Desktop Publishing:** CAS 206 is designed to teach students the fundamentals of desktop publishing using a desktop publishing program to produce proposals, newsletters, brochures, and other business-related documents. Students also learn practical skills in publication planning and design. Prerequisite: OSC 204 and OSC 206. (W) 3(2-3)

**CAS 211 Telecommunications:** CAS 211 provides an introduction to telecommunications in office systems. Emphasis is on the application of telecommunications to facilitate information interchange in whatever form the information takes, such as voice, data, text, or image. Students learn the fundamentals of interfacing microcomputers with other hardware devices. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CAS 136. (F) 4(3-3)

**CAS 214 Micro Systems Analysis and Design:** CSC 214 teaches students the techniques and tools utilized in developing office systems from a "system" approach. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CAS 136. (W) 4(3-3)

## CERAMICS

[See also ART and DESIGN (Creative and Aesthetic)]

**CER 210 Beginning Ceramics (Pottery):** Explores basic concepts of clay work through handbuilding, forming on the potters wheel, basic glazing practices and ceramic terminology. Introduction to the total ceramic process is emphasized. Prerequisites: Limited facilities requires consent of instructor. (S) 3(2-2)

## CHEMISTRY

**CHM 100 Basic Chemistry:** CHM 100 is a non-transferable chemistry course designed to give students the background needed to successfully complete a college-level general chemistry sequence. Topics include scientific notation and dimensional analysis, electronic structure and periodicity, chemical bonding, nomenclature, the mole concept, gas laws, solutions, and acid/base chemistry. Does not count toward A.A., A.S., and A.F.A. degrees. (SS upon demand) 3(3-0)

**CHM 101 General Chemistry I:** CHM 101 introduces the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding, and the periodic law. Laboratory includes an introduction to qualitative analysis. Prerequisite: Students should have completed high school algebra I and

II with a minimum grade of "C" or have an equivalent math background. (F) 4(3-3)

**CHM 102 General Chemistry II:** CHM 102 is a continuation of CHM 101. Additional topics include solution chemistry, gas laws, introduction to thermodynamics, changes of state, and chemical equilibrium. Prerequisite: CHM 101. (W) 4(3-3)

**CHM 103 General Chemistry III:** CHM 103 continues the study of chemical equilibrium. Additional topics include a quantitative study of acid/base equilibrium, solubility, and an introduction to electrochemistry and organic chemistry. Prerequisite: CHM 102. (S) 4(3-3)

## CRIMINAL JUSTICE

**CJC 100 Basic Law Enforcement:** CJC 100 consists of instruction in such topics as constitutional law, laws of arrest, search and seizure, mechanics and procedures of arrest, law enforcement communications and information systems, elements of criminal law, defensive tactics, juvenile laws, emergency medical services, firearms, patrol techniques, crime prevention techniques, crisis management, criminal investigations, ABC laws, motor vehicle laws, traffic accident investigation, and law enforcement driver training. (Var.) 26(17-0-27)

**CJC 101 Introduction to Criminal Justice:** The student will study the philosophy and history of criminal justice agencies, law enforcement, courts and corrections, including their legal limitations. The course will also introduce the student to the primary duties, responsibilities and jurisdiction of various federal, state and local agencies, with an evaluation of criminal justice as a career. (F) 5(5-0)

**CJC 102 Introduction to Criminology:** The basic objectives of this course are to acquaint the student with the study of deviant behavior as it is related to criminal activity, criminal statistics, theories of crime causation and society's reaction to the criminal element in today's society. Prerequisite: CJC 101. (W) 3(3-0)

**CJC 104 Victimology:** The principle goal of this course is to introduce the student to the study of victims of crime. Emphasis will be placed on the role of the victim, characteristics of crime victims, conflicts between victims and the criminal justice system, and available assistance to victims. Prerequisite: CJC 101. (S) 3(3-0)

**CJC 105 Criminalistics I:** This course is designed to provide students with an understanding of basic principles of criminal evidence and forensics with the use of today's techniques, using the fundamentals of photography, fin-

gerprinting, and other basic forensic procedures used to analyze criminal activity. Prerequisite: CJC 101.

(W) 5(5-0)

**CJC 110 Juvenile Delinquency:** This course examines delinquency as an individual and a social problem. The student will also study the causes of juvenile delinquency, the involvement of law enforcement personnel, institutions which manage delinquents, current court procedures and policies pertaining to the handling of juveniles, theories, and methods for its prevention. Special emphasis is placed on those agencies which provide services for juvenile delinquents and means of improving the relationship between the law enforcement officer and the juvenile offender. Prerequisite: CJC 101.

(F) 3(3-0)

**CJC 115 Criminal Law and Procedure:** This course is designed to give the student the historical development and philosophy of law. The student will also be exposed to the classification of crimes, case law, legal research, methodology, who can commit a crime and defenses that excuse criminal responsibility. The student will be instructed of the constitutional requirements and limitations for a lawful arrest, legal search and seizure. The elements of criminal offenses pertaining to felonies committed under North Carolina laws. Prerequisite: CJC 102.

(S) 5(5-0)

**CJC 117 Community Based Corrections:** This course is designed to give the student an insight of the efforts to change offender behavior and to facilitate the development of offender-community linkages will also be discussed. Institutional classification and treatment strategies, pre-release and temporary-release programs, innovative uses of probation and parole services, community residential programs, and new dispositional models, sentencing to community service and restitution. Prerequisite: CJC 102.

(S) 3(3-0)

**CJC 125 Judicial Process:** This course is designed to provide the student with an overall review of court systems, arrest, preparation for admission of evidence, preliminary hearings, state and appellate process, and civil laws as they apply to and affect law enforcement. Prerequisite: CJC 101.

(S) 3(3-0)

**CJC 205 Criminalistics II:** The student will study the advanced procedures for collection and admission into a trial court for criminal evidence and forensic evidence. Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction trail, constitutional basis of evidence, kinds and degrees of evidence, judicial decisions interpreting individual rights and focus upon case study. The proper methods of processing,

collection, presentation, and identification of physical evidence from the crime scene. The major topic of study will be the Bill of Rights, the exclusionary rule, law enforcement participation in criminal conduct, interrogations, confessions, rights of convicted offenders, and a computation of our legal system. Prerequisite: CJC 105.

(F) 5(5-0)

**CJC 206 Ethics and Community Relations:** In this course the student will examine ethics relations as applicable to the criminal justice system. Issues that will be examined will be treatment of victims, witness, citizen involvement, social change, law psychological, planning, and community relations. Prerequisites: ENG 101, ENG 102, and CJC 101.

(F) 3(3-0)

**CJC 210 Criminal Investigation:** This course is a study of the fundamentals of criminal investigation. The major focus will be on crime scene search, recording, and collection and preservation of evidence. The student will also receive instruction in interview techniques, case presentation which would be utilized in all felon criminal procedures. Prerequisite: CJC 115.

(F) 3(3-0)

**CJC 212 Confinement Facility Administration:** The student will receive instruction on the structure, functions, and effectiveness of institutional corrections are considered. Programs at selected prisons are studied. Custodial, classification, reception, orientation, and release procedures are also reviewed. Prerequisite: CJC 101.

(W) 3(3-0)

**CJC 213 Substance Abuse:** The student will be introduced to the problems of substance abuse which includes alcohol, drugs, and narcotics in our society. The history and development of substance abuse in the United States will also be discussed. The course is designed to expose the student to how substance abuse affects law enforcement officers, correctional officers, and all criminal justice personnel in today's society. Prerequisite: CJC 102.

(F) 3(3-0)

**CJC 215 Correctional Law:** The student will study the statutory and case law as they relate to both community based corrections and institutional corrections. The consideration of major legal issues pertaining to corrections, including sentencing, probation, restitution, prisons, parole, pardon, and restoration of rights will be examined. A special emphasis is given to the legal issues confronted by the criminal justice professional. Prerequisite: CJC 115.

(S) 3(3-0)

**CJC 220 Law Enforcement Administration and Operation:** This course introduces the principles of administration and discusses the service functions of per-



sonnel management, law enforcement management, training, budgets, records, and communications. The emphasis will be on organization around task and function. The various concepts of administration and leadership style will also be discussed. Prerequisite: CJC 101. (S) 5(5-0)

### **CJC 226 Organizational Theory and Management:**

The course is based on "Organizational Theory and Behavior" and is designed to provide an understanding of organizational functions, structures, processes, and behavior, while "Management and Administration" covers such topics as planning, organizational communications, personnel selection and retention, supervision, and budgeting. Prerequisites: CJC 101 and ENG 102. (W) 3(3-0)

**CJC 257 Constitutional Law:** This course is designed to instruct the student of the constitutional requirements and limitations for a lawful arrest, legal search and seizure. The course also presents an examination of the amendments to the United States Constitution that apply directly to the criminal justice system. The course will continue to examine constitutional amendments and court decisions relating to the criminal justice system with a focus on criminal procedure and procedural law. Prerequisite: CJC 115. (F) 3(3-0)

### **CJC 258 Introduction to Private Protection Services:**

This course is designed to introduce the student to a survey of contemporary methods relating to commercial, residential, industrial, and private security systems. The course will also expose the student to the most up-to-date methods for effective loss prevention. Prerequisites: CJC 101 and ENG 102. (W) 5(5-0)

## **COOPERATIVE EDUCATION**

### **Parallel Plan**

**COE 150 to 155 Cooperative Education I, II, III, IV, V, VI:** Cooperative Education (co-op) is open on a voluntary basis to all students interested in acquiring hands-on work experience while completing their degree. Students are placed in cooperative job assignments which relate to their program of study whenever possible. The actual on-the-job work experience provides students with an opportunity to determine their interest in and suitability for the occupation for which they are studying. The program stresses part-time work in a job related to the student's degree program with a college-approved employer. Prerequisites: 12 quarter hours earned, 2.0 GPA or greater, concurrently enrolled in 6 credit hours, and permission of Cooperative Education Director. (F,W,S,SS) 1 or 2(0-10 or 20)

### **Alternating Plan**

**COE 201 and 202 Cooperative Education:** The Alternating Plan emphasizes full-time work experience in a job which is related to the student's degree program and has a college-approved employer. Students are allowed to participate on a voluntary basis in co-op under this plan for two quarters. Prerequisites: 12 quarter hours credit, 2.0 GPA or greater, and permission of the Cooperative Education Director. (SS) 2(0-20)

## **COSMETOLOGY**

**COS 1001 Introduction to Cosmetology:** COS 1001, for beginners in cosmetology, includes a study of professional ethics, grooming, personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin. Disorders pertaining to the hair, scalp, and skin are also studied. Minimum clock hours—50. Corequisite: COS 1011. (F,S) 5(5-0-0)

**COS 1002 Scientific Study I:** COS 1002 is a classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring. Minimum clock hours—50. Prerequisite: COS 1001. (W,SS) 5(5-0-0)

**COS 1003 Scientific Study II:** COS 1003 is a classroom study of anatomy, manicuring, chemistry, cosmetics/facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Minimum clock hours—50. Prerequisite: COS 1002. (F,S,) 5(5-0-0)

**COS 1004 Scientific Study III:** COS 1004 is a classroom study of chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, beauty salon salesmanship and management, electricity, cold waving, and hair shaping. Minimum clock hours—50. Prerequisite: COS 1003. (W,SS) 5(5-0-0)

**COS 1005 Scientific Study IV:** COS 1005 is a study of hair chemistry, product chemistry, bone structure of head and face, reading style blueprints, salesmanship and management, personality development, and images. Minimum clock hours—50. Prerequisite: COS 1004. (F,S) 5(5-0-0)

**COS 1011 Mannequin Practice:** COS 1011 is a study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling. Minimum clock hours—250. Corequisite: COS 1001. (F,S) 8(0-2-24)

**COS 1022 Clinical Application I:** COS 1022 is a study of live model performance and is designed to develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Minimum clock hours—250. Prerequisite: COS 1011. (W,SS) 8(0-0-24)

**COS 1033 Clinical Application II:** COS 1033 provides continued laboratory practice and application of hair shaping techniques, professional ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring (rinses, etc.), and scalp treatments. Minimum clock hours—250. Prerequisite: COS 1022. (F,S) 8(0-0-24)

**COS 1044 Clinical Application III:** COS 1044 is a continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Minimum clock hours—250. Prerequisite: COS 1033. (W,SS) 8(0-0-24)

**COS 1055 Clinical Practice IV:** Cosmetology services are performed in a simulated salon experience as this 300-hour period replaces apprenticeship in a salon. This course consists of appointment booking to utilize time, practice in new trends and "quick service" styles, custom permanent waving, adapting hairstyles to features and lifestyles, and blending hair color and make-up to skin tones. Minimum clock hours—250. Prerequisite: COS 1044. (F,S) 8(0-0-24)

## COMPUTER SCIENCE

**CSC 95 Special Projects:** CSC 95 is designed to give students an opportunity for extra assistance in a program of study. Students work with computers in developing assigned programs for a more in-depth understanding of computer programming. (F,W,S,SS) 1\*(0-3)

\*Denotes preparatory credit (non-transferable).

**CSC 101 Introduction to Computers:** CSC 101 is a study of computer operations, peripheral equipment, and utilization. A microcomputer application lab is included to expose students to typical software packages. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (Var.) 4(3-3)

**CSC 109 BASIC I:** CSC 109 is a beginning BASIC programming course which covers such topics as system operation, use of BASIC terms in programming, debug-

ging, and techniques of program writing. The laboratory work provides problem application for lecture sessions. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101. (W,SS) 4(3-3)

**CSC 110 BASIC II:** CSC 110 is an advanced study of BASIC programming which includes creation and access of sequential and direct access files. A program project is required in the laboratory work. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 109. (S) 4(3-3)

**CSC 113 Logic Design and Flowcharts:** CSC 113 is a fundamental course in computer logic in which students analyze problems using computer logic. The logic of the computer program is formulated in standard flowcharting forms for use in future programs. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite or Corequisite: CSC 101. (F,W) 3(3-0)

**CSC 207 COBOL I:** CSC 207 is a fundamental COBOL programming course in which COBOL language structure, statements, and programming methods and techniques are studied. Students develop program logic and write programs to create and access sequential data files. Laboratory work covers program entry, compiling, and execution. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101. (F) 4(3-3)

**CSC 208 COBOL II:** CSC 208 is a continuation of the study of COBOL and includes more complex COBOL instructions and techniques. Laboratory exercises involve development of index and relative data files. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 207. (W) 4(3-3)

**CSC 209 COBOL III:** CSC 209 is an advanced study of complex COBOL programming and covers file maintenance, matrix, and table handling. The course is intended primarily for data processing majors. Laboratory work requires completion of assigned programming project. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 208. (S) 4(3-3)

**CSC 212 Pascal I:** CSC 212 introduces students to the syntax of the Pascal language through the study of general language command formats and practical examples. Proper program design techniques are studied including currently accepted methods for program analysis, program documentation, logic design, coding in the Pascal language, and testing and debugging of programs. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 101. (F,SS) 4(3-3)

**CSC 213 Pascal II:** CSC 213 expands on the concepts covered in Pascal I. Advanced concepts of the Pascal language are introduced and implemented using structured program design techniques. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: CSC 212. (W,SS) 4(3-3)

**CSC 215 Introduction to C Programming:** This is a study of the theory and practice of programming using C language. The C concepts and features, program structure, syntax, programming and debugging environments are examined. Prerequisite: CSC 101. (F) 4(3-3)

**CSC 216 Advanced C Programming:** This is an advanced study of the theory and practice of programming using C language. Advanced C data structure, linking, file I/O, program structure, programming, and debugging are examined. Prerequisite: CSC 215. (W) 4(3-3)

**CSC 217 C++ Programming:** This is an enhancement to CSC 215 and CSC 216. C Programming. It provides a study of object oriented programming capabilities for increasing software productivity. Prerequisite: CSC 216. (S) 4(3-3)

**CSC 220 Computer Programming Project:** In CSC 220, students are required to develop a project which simulates a problem in business requiring a program solution. Students in the Business Computer Programming curriculum may select BASIC, COBOL, or Pascal for programming. Students in the Microcomputer Systems Technology curriculum will work in DOS and Windows based environments. The course places the responsibility upon the student to solve the problem with minimum assistance from the instructor. Prerequisites for T-022 Business Computer Programming students: CSC 110, 208, and 213. Prerequisites for T-192 Microcomputer Systems Technology students: CAS 137, 139, 140, 206, 214, and OSC 206. (S) 4(3-3)

## DANCE

**DAN 203 Dance I:** DAN 203 provides students with the opportunity to become actively involved in dance as a creative art. Emphasis is on the creative process as a means of communication and personal expression. Dance education provides personal growth through fitness experiences for the mind and body. This basic introduction and movement exploration course set to music teaches not only the different types and styles of dance but how the body can move with rhythm in part or together. (F) 1(0-3)

**DAN 212 Dance II:** DAN 212 takes students from a basic introduction to specialized areas of dancing. Emphasis is on a wider range and depth of instruction which allows students to pursue special interests and on learning experiences designed to develop more cultural awareness. This course furthers the development and fitness of the body as well as provides a study of the historical background, forms, opportunities for performance, and experiences in dance-related areas such as movement for stage and production, dance/exercise, and dance therapy. (W) 1(0-3)

## DESIGN DRAFTING

**DDF 101 Tools, Materials, and Processes I:** DDF 101 introduces design principles which affect the drafter/designer, characteristics of materials and their application to specified design requirements, and problem-solving methods as applied to the design process. (F) 3(3-0)

**DDF 102 Tools, Materials, and Processes II:** DDF 102 emphasizes hands-on experience in solving design problems through laboratory experiences. Students also apply the methods and procedures used to produce a product. (W) 4(3-2)

**DDF 206 Design Drafting:** DDF 206 introduces students to pictorially assembled and subassembled drawings, with fit and function stressed. Projects may be assigned using CAD. Prerequisite: DFT 252. (S) 5(5-0)

**DDF 211 Furniture and Cabinet Design:** DDF 211 prepares students to design and draw period and modern-day furniture and cabinets through the use of hand-held drawing equipment. Students learn to recognize and understand the use of wood machinery and tools. Cabinet and deck design will be included. Projects may be assigned using CAD. Prerequisite: DFT 103. (SS) 5(5-0)

## DESIGN

(Creative and Aesthetic) (See also ART and CERAMICS)

**DES 110 Color and Design:** A beginning course explores basic concepts of color and design, the nature of problem solving and creative thinking as related to two and three dimensional design. Design principles, color theory and design fundamentals are emphasized. Appropriate course for non-art major humanities elective. (Var.) 3(2-2)

**DES 1111 Visual Concepts:** DES 1111 focuses on the principles of design and color theory as related to human form and human environment, with emphasis on design fundamentals. (F) 2(1-2)

## DRAFTING

**DFT 101 Engineering Drawing I:** DFT 101 introduces basic engineering drawing techniques and principles, including use and care of instruments, lettering, applied geometry, and basic single-view construction. This course may count as an elective toward A.A., A.S., and A.F.A. degrees. (F) 5(5-0)

**DFT 102 Engineering Drawing II:** DFT 102 introduces the study of multi-view drawing and dimensioning techniques. This course may count as an elective toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 101. (W) 5(5-0)

**DFT 103 Engineering Drawing III:** DFT 103 introduces the use of sectional views as it applies to multi-view drawings. The study of multi-view projection is continued. This course may count as an elective toward A.A., A.S., and A.F.A. degrees. Prerequisite: DFT 102. (S) 5(5-0)

**DFT 104 Electronic Drafting:** DFT 104 explores application and principles in the use of symbols and conventions in making schematics, block diagrams, and other graphic methods of representing electronic engineering problems. Prerequisite: DFT 101. (W) 2(2-0)

**DFT 105 Technical Illustrations:** DFT 105 is a study of techniques and procedures used by technical illustrators. Pictorial methods are used, including isometric, oblique, diametric, trimetric, and perspective drawing. Application of these techniques is learned through selected problems. Prerequisite: DFT 1031. (SS) 5(5-0)

**DFT 151 Introduction to CAD:** This course is designed to teach and develop skills in the use of computer-aided drafting (CAD). (W) 5(5-0)

**DFT 200 Advanced Engineering Graphics:** DFT 200 is a study of fasteners, springs, cams and gears as they apply to machine drafting. Welding and piping applications will be included. In addition, geometric tolerancing is introduced. Projects may be assigned using CAD. Prerequisite: DFT 105. (W) 5(5-0)

**DFT 205 Descriptive Geometry:** DFT 205 focuses on the graphic analysis of space problems involving points, lines, and planes either separately or in combined form. Sheetmetal and pattern development methods are em-

phasized. Full and partial auxiliary views will be included. Prerequisite: DFT 102. (F) 5(5-0)

**DFT 210 Printed Circuit Board Layout and Design:** DFT 210 is an electronic drafting course that focuses on developing printed circuit boards from schematic drawings. Electromechanical, wiring, logic and integrated circuits diagrams will be emphasized. Prerequisite: DFT 101. (SS) 4(4-0)

**DFT 214 Jigs and Fixtures:** DFT 214 introduces principles and practice of jig and fixture design as well as problem and design analysis related to jigs and fixtures construction. Prerequisite: DFT 103. (F) 5(5-0)

**DFT 252 Advanced CAD:** DFT 252 is a continuation of DFT 151. Problems and exercises will place emphasis on 3D conceptualization, extrusion and solid modeling. Prerequisite: DFT 151. (W) 5(5-0)

## DRAMA

**DRA 117 Technical Theatre I:** DRA 117 covers stage architecture, scene construction, and introduction to the areas of lighting, sound, and set design. The class will have hands-on experience with props construction. (F) 3(3-0)

**DRA 118 Technical Theatre II:** DRA 118 focuses on construction of scenery pieces for an upcoming play production. Students learn the varied types of scenery construction and assembly. (W) 3(3-0)

**DRA 119 Technical Theatre III:** DRA 119 continues the work undertaken in Technical Theatre II. Students acquire hands-on experience in assembling, stabilizing and dressing a completed stage set. Following the major play production, students will learn how to disassemble and store scenery pieces for future use. Prerequisite: DRA 118 or 119. (S) 3(3-0)

**DRA 124 Play Production I:** DRA 124 explores the functions of the director, actor, and designer in the production of an all-student play production. Students will participate by assuming all of the positions of responsibility, with the instructor serving as advisor. (F) 3(2-2)

**DRA 125 Play Production II:** DRA 125 begins work on the upcoming major spring play production. Each student selects an area of responsibility and becomes the primary decision maker for that area. Students hold the positions of stage manager, assistant director, lighting crew chief, publicity, costuming, properties, and set. The instructor supervises and instructs as needed. Students learn by doing. (W) 3(2-2)

**DRA 126 Play Production III:** DRA 126 continues with the work undertaken in Play Production II. Students assist with the planning and casting of the major spring production. Each continues with his/her area of responsibility and progress toward a deadline. All participate in a position of responsibility throughout the duration of the major production. Post production work includes dismantling, organizing, indexing and storing props, set, lights, etc. for future use. Prerequisite: DRA 125. (S) 3(2-2)

**DRA 130 Acting I:** DRA 130 is designed to teach improvisational theatre through a game-centered approach involving daily classroom performance. Prerequisite: Permission of instructor. (Var.) 3(3-0)

**DRA 131 Acting II:** DRA 131 emphasizes student practice in developing control of the voice and body as instruments of expression for acting. Selected scenes are analyzed, rehearsed, and presented. Prerequisite: DRA 130 or permission of instructor. (Var.) 3(3-0)

**DRA 151 Drama Appreciation I:** In DRA 151, students study the birth and development of theatre in ancient Greece. A brief survey of history since the Greeks is followed by a study of acting theory. Plays are read and discussed as vehicles for theatre. (F) 3(3-0)

**DRA 152 Drama Appreciation II:** DRA 152 is a continuation of DRA 151 and focuses on the art and craft of theatre. Set design and stage crafts are emphasized. Plays are read and critiqued and current films are reviewed. Job opportunities available in the entertainment industry are discussed. (W) 3(3-0)

## ECONOMICS

**ECO 201 Principles of Economics I:** ECO 201 surveys the private enterprise system, particularly the roles of the consumer, business, and government; the flow of economic activity; measures of economic activity, including GNP, national income, employment; and the nature and function of money in the system. (F,W,S,SS) 3(3-0)

**ECO 202 Principles of Economics II:** ECO 202 evaluates government activity in the economic system, including public spending, taxation, and government revenue; economic growth and problems; and environmental economics. Studies include the place of the consumer and the individual factors of production in the economic system; demand-supply, price, competition, non-price competition, and government regulation. Prerequisite: ECO 201. (F,W,S,SS) 3(3-0)

**ECO 203 Principles of Economics III:** ECO 203 focuses on forces determining the composition of income

distribution, domestic economic problems, comparative economic systems, and international trade and payments. Prerequisite: ECO 202. (F,W,S,SS) 3(3-0)

## ELECTRICAL

**ELC 1102 Applied Electricity:** ELC 1102 focuses on the use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Topics include electrical principles and procedures for troubleshooting of the electrical devices used in air conditioning, heating, and refrigeration equipment, including transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. (W) 3(2-0-3)

**ELC 1510 Fundamentals of Electrical Installation I:** ELC 1510 provides instruction and application in the fundamentals of planning and installing wiring in residential application to include services, panels, lighting, fusing, branch circuits, and National Electrical Code regulations. (F) 10(5-0-15)

**ELC 1520 Fundamentals of Electrical Installation II:** ELC 1520 covers the relationship between voltage, current, and resistance as revealed by the application of Ohm's Law to series and parallel circuits. Topics include sources of direct and alternating current and effects of reactance and impedance upon the power and resonance of these circuits. The operation and use of instruments to measure voltage, power, current, and resistance are also covered. Prerequisite: ELC 1510. (W) 4(2-0-6)

**ELC 1522 Residential Installation:** ELC 1522 provides instruction and application in installing electrical requirements in residential dwellings, regulations governing the wiring as listed in the National Electrical Code and in the specifications, load calculations for family-type dwellings, installation of service equipment, and branch circuits in actual building mock-ups. (W) 8(5-0-9)

**ELC 1530 Fundamentals of Electrical Installation III:** ELC 1530 expands the application of electrical installation concepts for more complicated domestic buildings and commercial applications. Prerequisite: ELC 1520. (S) 7(5-0-6)

**ELC 1532 Commercial Installation:** ELC 1532 provides instruction in commercial blueprint reading, National Electrical Code requirements, wiring methods, and installation of electrical distribution systems in commercial locations. (S) 9(5-0-12)

**ELC 1540 Marine and Industrial Installations:** ELC 1540 provides instruction and application in installing

electrical service in vessels and in industrial-type buildings, installing three-phase power circuits, and National Electrical Code requirements. (SS) 6(3-0-9)

**ELC 1542 Electric Motors and Control:** ELC 1542 provides an introduction to direct and alternating current motors, generators, and transformers. Topics include the principles of control systems for start, stop, and speed through the use of contactors, relays, and auto-transformer starters. Proper methods for selecting overload protection and correct size for feeder circuits and disconnects are covered. Emphasis is also on familiarization with various control systems for temperature and humidity. (SS) 8(5-0-9)

## ELECTRONICS

**ELN 101 Direct Current Circuits:** During this study of direct current circuits in ELN 101, students acquire an understanding of current and voltage characteristics in series circuits, parallel circuits, and series-parallel circuit configurations. The course also provides a study of resistance, maximum power transfer, and network analysis using Thevenin's and Norton's theorems. Corequisite: MAT 108. (F) 6(4-4)

**ELN 102 Alternating Current Circuits:** ELN 102 introduces students to alternating current flow, commonly called ac current. Topics include the voltage and current characteristics in series circuits, parallel circuits, and series-parallel circuit configurations consisting of combinations of resistance, capacitance, and inductance. Prerequisite: ELN 101 or permission of instructor. Corequisite: MAT 109. (W) 6(4-4)

**ELN 110 Electronics Interconnection Technology:** ELN 110 covers the theory and practice of the characteristics and maintenance of connection paths between components, integrated circuits, printed circuit boards, equipment, and systems. Cable characteristics and fabrication, printed circuit board and component soldering and de-soldering, SMD, and ESD are studied. Prerequisite: ELN 101 and ELN 102. (S) 3(2-2)

**ELN 113 Electronics I:** ELN 113 is a continuation of the study of AC current theory and practices dealing with resistance, capacitance, and inductance in alternating current circuits. The course also introduces students to solid state devices in a beginning study of diodes, transistors, and their application in electronic circuits. Prerequisite: ELN 102. (S) 5(3-4)

**ELN 114 Electronics II:** ELN 114 covers small signal and power amplification using BJT, FET, operational

amplifier, and vacuum tube devices. Typical circuit troubleshooting as well as dc and ac component characteristics are examined. Prerequisite: ELN 113. (SS) 5(3-4)

**ELN 211 Electronics III:** ELN 211 focuses on oscillators, basic communications transmission and reception, frequency synthesizer operation, and basic power control devices and circuits. Prerequisite: ELN 110 and ELN 213. (F) 4(2-4)

**ELN 212 Digital Electronics I:** ELN 212 focuses on basic digital logic through a study of relevant number systems and conversions; the symbols, tables, equations, and circuit operation of the basic gates; and basic MSI combinational and sequential digital circuits such as decoders, flip-flops, and registers. Logic family data, handling, and basic troubleshooting are also covered. Prerequisite: ELN 113. (SS) 5(3-4)

**ELN 213 Digital Electronics II:** ELN 213 covers memory and microprocessor characteristics and operations. Data book and specification sheet use and comprehension are stressed. Prerequisite: ELN 212. (F) 5(3-4)

**ELN 214 Digital Electronics III:** ELN 214 presents microcomputer and peripheral characteristics and interfacing. Memory-mapped and I/O-mapped ports, parallel and serial interfaces, as well as adc and dac analog interfaces are examined. Prerequisite: ELN 213. (W) 4(2-4)

**ELN 215 Electronic Troubleshooting I:** ELN 215 covers basic analog troubleshooting and repair techniques using the National Television Standards Committee (NTSC) systems as a model. Symptom-function analysis, signal tracing, and injection as well as substitution and associated repair processes are used. Prerequisite: ELN 110 and ELN 217. (W) 5(3-4)

**ELN 216 Electronic Troubleshooting II:** ELN 216 covers advanced analog troubleshooting and repair techniques, including intermittent troubleshooting using common commercial and consumer equipment such as multiplex receivers, VCRs, and CB transceivers as models. Prerequisite: ELN 215. (S) 5(3-4)

**ELN 217 Electronics Communications:** ELN 217 is a study of electronic communications theory and systems. The systems covered include AM, FM, television, antennas, cable, satellite, and optical. Prerequisite: ELN 114. (F) 5(3-4)

**ELN 221 Microcomputer Troubleshooting:** ELN 221 covers microcomputer "kernel" troubleshooting and nodal techniques. Symptom-function analysis and substi-

tution principles and practice as well as ICE and logic analysis processes are used. The operation and troubleshooting of keyboard and CRT displays are also studied. Prerequisite: ELN 212. (W) 5(3-4)

**ELN 222 Advanced Microcomputer Interfacing:** ELN 222 covers microcomputer controller systems and interfaces as used in computer applications such as industrial control and automation. Transducer types, characteristics, and interfaces as well as control software are examined in this course. Prerequisites: ELN 214 and ELN 221. (S) 4(2-4)

**ELN 223 Microprocessor Programming:** ELN 223 is a study of microcomputer assembly language programming and the hardware and software interfaces involved. Emphasis is on the use of the universal programming techniques. The course is designed to provide students with a working knowledge of assembly process, assembly languages, and factors to be considered when using assembled software to control the hardware of a microprocessor-based computer. Prerequisites: ELN 212 and CAS 136. (F) 4(3-3)

**ELN 224 Peripheral Troubleshooting:** ELN 224 covers peripheral operation, maintenance, troubleshooting, and repair using typical microcomputer peripheral devices such as disk storage, printer, and modem systems as models. Prerequisite: ELN 221. (S) 5(3-4)

## ENGLISH

**ENG 91 Grammar Fundamentals:** ENG 91 reviews the parts of speech, the structure of English sentences, and punctuation. Graded on a pass/repeat basis. (F,W,S,SS) 5\*(5-0)

**ENG 92 Composition Fundamentals:** ENG 92 is a continuation of ENG 91 and emphasizes sentence structure and paragraph composition. Graded on a pass/repeat basis. Prerequisite: ENG 91. (F,W,S,SS) 5\*(5-0)  
\*Denotes preparatory credit (non-transferable).

**ENG 101 English Composition I:** ENG 101 focuses on the various standard modes of composition, emphasizing paragraph development. Students should expect to write frequently for a grade. In literature, emphasis is on the short story. Prerequisites: A minimum placement test score of 45 with high school English grades of "B" or better or minimum placement test score of 51. (F,W,S,SS) 3(3-0)

**ENG 102 English Composition II:** ENG 102 continues the study of composition with emphasis on essay

structure and development and on the techniques of research writing. In literature, class emphasis is on drama. Prerequisite: ENG 101. (F,W,S,SS) 3(3-0)

**ENG 103 English Composition III:** ENG 103 focuses on poetry and the novel. In composition, emphasis is on writing about the literature studied. Prerequisite: ENG 102. (S,SS) 3(3-0)

**ENG 201 English Literature I:** ENG 201 focuses on the poetry and prose of the English peoples from the pre-Christian era through the Puritan era with emphasis on Beowulf, Chaucer, Spenser, Shakespeare, and Milton. Prerequisite: ENG 103. (F) 3(3-0)

**ENG 202 English Literature II:** ENG 202 focuses on the literature of the English peoples from the Puritan to the Victorian era with emphasis on the satirists and romantics. Prerequisite: ENG 103. (W) 3(3-0)

**ENG 203 English Literature III:** ENG 203 focuses on the literature from the Victorian to the Modern era with emphasis on the prose writers and poets. Prerequisite: ENG 103. (S) 3(3-0)

**ENG 205 American Literature I:** ENG 205 is a survey of American literature from its beginnings through Thoreau. Prerequisite: ENG 103. (F,SS) 3(3-0)

**ENG 206 American Literature II:** ENG 206 is a survey of American literature from Longfellow through Dreiser. Prerequisite: ENG 103. (W,SS) 3(3-0)

**ENG 207 American Literature III:** ENG 207 is a survey of American literature from Robinson to Oates. Prerequisite: ENG 103. (S,SS) 3(3-0)

**ENG 210 World Literature I:** ENG 210 examines masterpieces of world literature composed before c. 1100, including works of Mesopotamia, Egypt, Greece, Rome, South Asia, and east Asia. This course will analyze the development of significant genres and trace common themes and motifs found in the literary works of these early cultures. Prerequisite: ENG 102. (F) 3(3-0)

**ENG 211 World Literature II:** ENG 211, a continuation of ENG 210, examines world literature dating from c. 1100 to c. 1700. Masterpieces of African, European, Middle Eastern, and Native American literature will be explored in terms of form, thematic content, and the philosophical assumptions of the authors and cultures that produced them. Prerequisite: ENG 102. (W) 3(3-0)

**ENG 212 World Literature III:** A continuation of the survey of world masterpieces, ENG 212 treats works composed since c. 1700, including selections from the

literature of Europe, Asia, Africa, the Middle East, and the Americas. The course focuses on the multiple perspectives these works offer in response to the challenges of the modern world. Prerequisite: ENG 102. (S) 3(3-0)

**ENG 1030 Communication Skills:** ENG 1030 presents various principles and techniques of communication and shows students how to apply these principles and techniques in business and industry. Only students enrolled in a vocational curriculum should register for this course. (W,S) 2(2-0-0)

## FRENCH

**FRE 101 Elementary French I:** FRE 101 introduces the basics of French pronunciation, grammar, and civilization. Emphasis is on developing skills of speaking, reading, writing, and comprehending the language. Topics include present tense verbs, telling time, and the correct usage of pronouns, adjectives, and adverbs. No previous study of French is required. (F) 4(4-0)

**FRE 102 Elementary French II:** FRE 102 is a continuation of FRE 101. Topics include quantity expressions, idiomatic expressions, more irregular verbs in the present tense, and the passé composé. Prerequisite: FRE 101 or equivalent. (W) 4(4-0)

**FRE 103 Elementary French III:** FRE 103 is a continuation of FRE 102. Topics include reflexive verbs; indirect and direct object pronouns; the imperfect, future, and conditional tenses; and the comparison of adjectives and adverbs. Prerequisite: FRE 102 or equivalent. (S) 4(4-0)

**FRE 201 Intermediate French I:** FRE 201 is a review and expansion of elementary grammar concepts. Emphasis is on developing an increased vocabulary and on speaking, reading, comprehension, and writing skills. The course is designed to further students' understanding of French culture through reading conversations and literary works. Prerequisite: Two years of high school French, FRE 101-103, or equivalent. (F) 4(4-0)

**FRE 202 Intermediate French II:** FRE 202 is a continuation of FRE 201. Topics include the difference between the passé composé and the imperfect tenses, interrogative pronouns, and the passive voice. Prerequisite: FRE 201 or equivalent. (W) 4(4-0)

**FRE 203 Intermediate French III:** FRE 203 is a continuation of FRE 202. Topics include a study of the subjunctive mood, object pronouns, and the future and conditional tenses. Prerequisite: FRE 202 or equivalent. (S) 4(4-0)

**FRE 210 Selected Readings in French:** FRE 210 is for those able to read French literature. Selections of short stories and drama are used and literary interpretations are included. Prerequisite: Three years of high school French or the completion of FRE 203. (Var.) 3(3-0)

## GEOGRAPHY

**GEO 101 Principles of Geography I:** GEO 101 is the first course of a two-quarter sequential course designed to introduce students to the study of geography, emphasizing physical geography and its influence on society. (Var.) 3(3-0)

**GEO 102 Principles of Geography II:** GEO 102 is a continuation of GEO 101. Emphasis is on the influence of geography on society in the major climatic regions of the earth. Prerequisite: GEO 101. (Var.) 3(3-0)

**GEO 103 Regional World Geography:** GEO 103 is an introductory survey of the world's major regions. Will include developed and underdeveloped regions. Emphasizes location, place, human-environmental interaction, and current issues in each region. Prerequisites: GEO 101 and Geo 102. (Var.) 3(3-0)

## HEALTH

**HEA 121 Hygiene I:** HEA 121 provides studies of the human body and its functions as related to problems of health and disease. Emphasis is on the idea that good health and wellness are necessary in fulfilling life needs and goals. (F,W,S,SS) 3(3-0)

**HEA 122 Hygiene II:** HEA 122 is designed to give students a stimulating and realistic approach to personal and community life health and to develop in them a sound and critical attitude concerning their personal health and wellness. (F,W,S,SS) 3(3-0)

## HISTORY

**HIS 101 Ancient History:** HIS 101 surveys pre-history, the Ancient Near East, Greece and Rome through the Principate, Byzantium and Eastern Roman Empires to the 6th century, and China. (F,SS) 3(3-0)

**HIS 102 Medieval History:** HIS 102 surveys the rise of Christianity, the decline of Rome in the West, the Middle Ages, the Medieval Church, growth of towns and commercialism, the Renaissance, Reformation, and the rise of Royal Absolutism in the 17th and 18th centuries. Non-western cultures are also presented. Prerequisite: None; HIS 101 is recommended. (W,SS) 3(3-0)



**HIS 103 Modern History:** HIS 103 surveys the Enlightenment; European expansion; dynastic struggles of the 18th century; American, French, and Industrial Revolutions; World War I; the Russian Revolution; World War II; and the post-War period to the present. Prerequisite: None; HIS 101 and 102 are recommended.

(S,SS) 3(3-0)

**HIS 201 U.S. History I:** HIS 201 surveys European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal period, and the War of 1812.

(F) 3(3-0)

**HIS 202 U.S. History II:** HIS 202 surveys the Ante Bellum period, the Civil War, the Reconstruction, the rise of big business, the Labor Movement, the Populist-Progressive movements, and imperial expansion to 1917.

(W) 3(3-0)

**HIS 203 U.S. History III:** HIS 203 surveys 20th Century U.S. history from the Progressive Movement through the Cold War.

(S) 3(3-0)

**HIS 206 Modern Europe, 1815-1914:** HIS 206 is a seminar course and traces the development of the European state system as it evolved in the 19th century leading to certain factors involved in the causes of World War I. Emphasis is on the forces of liberalism, conservatism, and nationalism and the reasons roles changed during the period. Prerequisite: 3 hours of college history. Recommended for pre-business, general education, and liberal arts students.

(W, odd-numbered years) 3(3-0)

**HIS 207 Modern Europe, 1914-Present:** HIS 207 is a seminar course and emphasizes the political, intellectual, and economic developments of European civilization following the outbreak of war in 1914 to the present. Prerequisite: 3 hours of college history. Recommended for pre-business, general education, and liberal arts students.

(S) 3(3-0)

**HIS 209 An Interpretive History of Russian Culture:** HIS 209 is a travel-study course and contains a brief history of Russian culture which focuses on the history, geography, religion, and art of Old Russia, Soviet Russia, and the Russian Republic. Students are required to attend lectures, complete course assignments, and join a study tour in Russia during Winter Quarter break.

(W, even-numbered years) 5(3-6)

**HIS 210 Middle East History, Part I:** HIS 210 surveys the historical, economic, and political background of what is called the Middle East prior to World War I through World War II.

(Var.) 3(3-0)

**HIS 211 Middle East History, Part II:** HIS 211 continues to explore the historical, economic, and political background of the Middle East. Special emphasis is on oil and the role of the United States in its history, production, and turmoil.

(Var.) 3(3-0)

## HUMANITIES

**HUM 123 Introduction to Humanities I:** HUM 123 is an integrated historical survey of music and art in the Western World from the Greeks to the Renaissance, with reference to the environment under which the works were created.

(F) 3(3-0)

**HUM 124 Introduction to Humanities II:** HUM 124 focuses on the systematic development of economics, government, and religion and its influence on forms and methods of creativity as revealed in specific works of art and music from the Baroque to the Romantic periods.

(W) 3(3-0)

**HUM 125 Introduction to Humanities III:** HUM 125 is a study of Impressionism in France as a passage to 20th century art, music revolutions, and changing cultural patterns.

(S) 3(3-0)

**HUM 1100 Technology in a Changing World:** HUM 1100 investigates the process of technological change and how it affects human needs and concerns. Through the use of film and lecture-discussion, a number of major inventions are studied and their impact on individuals and society are examined.

(S) 2(2-0-0)

## PARALEGAL

**LEX 101 Introduction to Paralegal Studies:** An introduction to the paralegal profession. Topics include legal terms and concepts, the role of the paralegal, ethics, job availability, certification, and professional organizations.

(Var.) 3(3-0)

**LEX 103 Legal Research and Writing I:** An introduction to the techniques of legal research and writing. Students will learn to locate and cite cases in federal and state reports, perform research using digests and statutory law and update research using citators. Students will learn legal writing skills, including proper writing form, style, and the ability to express the results of their research clearly and effectively. Electronic research methods will be covered, and students will perform actual research assignments using these techniques. Prerequisite: LEX 101.

(Var.) 4(3-3)

**LEX 104 Legal Research and Writing II:** This course is a continuation of LEX 103. Students will use federal and state cases and statutes, encyclopedias, periodicals, and other sources in researching more complex legal issues and preparing legal memoranda and case briefs. Analysis, interpretation, and thinking skills will be stressed. Prerequisite: LEX 103. (Var.) 4(3-3)

**LEX 106 Family Law:** This course involves the study of annulment, divorce, child custody and support, alimony, equitable distribution, adoption, and name changes. Emphasis is placed on interviewing clients and preparation of documents. Upon completion, students will be able to draft complaints, judgments, and other documents relating to the topics covered. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 107 Civil Injuries:** This course combines a survey of traditional tort law with an overview of the evolving body of individual rights created by statute. Topics will include intentional and non-intentional torts, with emphasis on negligence. The course will also cover civil rights and discrimination law with emphasis on workplace issues and the role of the paralegal in dealing with these claims. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 109 Administrative Law:** A study of the scope, authority and regulatory operations of various federal, state and local administrative agencies. Social security, environmental, and employment issues will be covered, among others. The role of the paralegal in working for administrative agencies will be discussed. Upon completion of this course, students will be able to assist attorneys dealing with various agencies. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 111 Criminal Law and Procedure:** The course covers the definition and classification of crimes, including necessary elements, defenses, criminal justice concepts, constitutional issues, and the development of federal and state criminal statutes. Criminal procedure in federal and state courts will be discussed, and the role of the paralegal in assisting an attorney in preparing a criminal case for trial. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 117 Business Organizations:** This course introduces the student to the creation, organization, operation and termination of proprietary, partnership, and corporate forms of business, including characteristics and tax consequences of each. Upon completion, students will be able to prepare corporate charters, by-laws and minutes, partnership agreements, and other necessary documents. Prerequisite: LEX 101. (Var.) 3(2-2)

**LEX 121 Civil Litigation I:** This course involves the study of the North Carolina and Federal Rules of Civil Procedure relating to complaints, answers, counterclaims, cross claims, third party practice, service of process and default judgments. Students who complete this course will be able to assist an attorney in drafting various pleadings, motions, orders, and discovery documents and in pre-trial preparation for civil actions. Prerequisite: LEX 104. (Var.) 3(2-2)

**LEX 122 Civil Litigation II:** This is a continuation of LEX 121. The emphasis is on the paralegal's role in assisting an attorney with discovery procedures, the trial of a civil case, and the appellate stage of litigation. Prerequisite: LEX 121. (Var.) 3(2-2)

**LEX 201 Evidence and Investigation:** An overview of procedures for civil and criminal investigation and the rules of evidence. Topics will include how to locate persons, communicate with and interview clients and witnesses, take statements, search public records, obtain medical and other records, obtain physical evidence and photographs, prepare trial exhibits, and assist in trial preparation generally. The student will learn how to develop and use form files and to maintain time and expense records related to evidence and investigation tasks. Prerequisite: LEX 111. (Var.) 4(3-2)

**LEX 210 Real Property I:** This course involves the study of land ownership and transfer, present and future interests, absolute and conditional transfers, retained powers and documents necessary to establish interests in land. Topics include various estates, fixtures, types of ownership, contracts, deeds, mortgages, liens, and recording. Upon completion, students will understand basic concepts of land ownership and transfer including requirements of deeds and recording statutes, and will be able to identify personality, realty, and fixtures. Prerequisite: LEX 117. (Var.) 3(3-0)

**LEX 211 Real Property II:** The is course is a continuation of LEX 210. Students will receive instruction on the use of records in the office of the Register of Deeds, Clerk of Court, and Tax Administrator. Topics include establishing the chain of title, checking conveyances, liens, taxes and assessments, writing the opinion, and preparing conventional and federally required closing documents. Upon completion, students will be able to trace the chain of title, identify all liens and encumbrances, prepare forms of closing and prepare drafts of title opinions and related documents. Prerequisite: LEX 210. (Var.) 5(3-4)

**LEX 212 Real Property III:** An overview of real estate transactions and closings. Topics include understanding closing instructions, preparation of closing documents and

deeds of trust, and accounting for distribution of settlement proceeds. The course also includes communications with clients, lenders and office personnel, preparation of necessary documents, maintaining an office filing system, and state and federal laws pertaining to real estate closings. Prerequisite: LEX 211. (Var.) 3(2-2)

**LEX 215 Wills and Trusts:** This course includes a study of various types of wills and trusts, probate and estate administration, intestacy, contesting wills, small estates, taxation, testamentary trusts, and administration of estates. Upon completion, students will be able to draft and probate simple wills, prepare an interim and final accounting, compute death taxes and prepare inheritance tax returns, and administer estates and trusts. Prerequisite: LEX 210. (Var.) 3(2-2)

**LEX 216 Bankruptcy and Collections:** An overview of the law of bankruptcy from a debtor and creditor point of view, including Chapters 7, 11, and 13. Topics will also include collections, garnishment, attachment, claim and delivery, foreclosure, post judgment collection, and the drafting of collection letters. Students will also learn how to prepare bankruptcy and collection forms and maintain calendar controls. Prerequisite: LEX 121. (Var.) 3(3-0)

**LEX 230 Law Office Management:** A study of the organization of a law office. Topics include the use of office forms and form files, filing systems, billing and timekeeping systems, utilization of computer hardware and software used in word processing, legal research, and office management. Students will also learn about office procedures, calendar systems, library administration, and case management. Upon completion, students will be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. Prerequisite: LEX 104. (Var.) 3(2-2)

**LEX 235 Paralegal Seminar:** This is a capstone seminar and includes a review of major courses, guest speakers, employment search techniques, a research project, and discussion of paralegal certification. Prerequisite: A minimum of 50 credits earned in LEX courses. (Var.) 2(2-0)

**LEX 240 Legal Ethics and Professionalism:** This course must be taken during the student's last quarter. The course is an overview of legal ethics and the role of paralegals in the professional work environment. Upon completion, students should be able to explain the N.C. Unauthorized Practice of Law Statutes and how they apply to paralegals, the ABA Code of Professional Responsibility, the N.C. Canons of Ethics, and the code of ethics of the National Federation of Paralegal Associations and the

National Association of Legal Assistants. Students will also be able to identify authority that can and cannot be delegated by the attorney and understand what constitutes proper supervision. Prerequisite: A minimum of 50 credits earned in LEX courses. (Var.) 3(3-0)

## LIBRARY SCIENCE

**LIB 100 Library Usage:** LIB 100 covers the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, and periodicals. Frequent, short research projects are required; and one long project is completed during the course. (F,S) 1(1-0)

## MATHEMATICS

**MAT 91 Basic Mathematics:** MAT 91 is a review of the basic operations of addition, subtraction, multiplication, and division as performed on whole numbers, fractions, decimals, and signed numbers. Topics include a study of percent applications and a brief discussion of ratios and proportions. (F,W,S,SS) 5\*(5-0)

\*Denotes preparatory credit (non-transferable).

**MAT 108 Beginning Algebra:** This is an introductory course and first in a sequence of courses for students with little or no background in algebra. Topics include operations on signed numbers, scientific notation, variable expressions, first-degree equations, literal equations, graphing linear equations, solving systems of equations algebraically and graphically, operations on polynomials and factoring. Emphasis on real-life applications. Does not count toward A.A., A.S., and A.F.A. degrees. Prerequisite: Minimum score of 17 on math placement test or completion of MAT 91. (F,W,S,SS) 5(5-0)

**MAT 109 Intermediate Algebra:** This is an introductory course that is a continuation of MAT 108. Topics include operations on rational expressions, rational exponents, complex rational expressions, ratios and proportions, radicals, operations on radical expressions, equations containing radicals, solving quadratic equations by various methods and functions. Emphasis on real-life applications. Does not count toward A.A., A.S., and A.F.A. degrees. Prerequisite: MAT 108 with a minimum grade of "C". (W,S,SS) 4(4-0)

**MAT 110 Beginning Trigonometry:** Includes trigonometry for right and oblique triangles, trigonometric relations, radian measure, vectors, and practical applications. Does not count toward A.A., A.S., and A.F.A. degrees. Prerequisite: MAT 109 or by permission of the instructor. (S,SS) 3(3-0)

**MAT 121 College Algebra I:** MAT 121 provides a review of basic algebra, the coordinate plane, functions and their graphs, quadratic functions, inequalities, and absolute values. Prerequisites: Minimum math placement test score of 30 and two years of high school algebra with grades of "C" or better or minimum grade of "C" in MAT 109. (F,W,S,SS) 3(3-0)

**MAT 122 College Algebra II:** MAT 122 introduces conic sections, polynomial functions, exponential and logarithmic functions, matrix algebra, sequences, series, binomial theorem, and probability. Prerequisite: MAT 121. (W,S,SS) 3(3-0)

**MAT 123 Trigonometry:** MAT 123 covers definitions of the trigonometric functions, solutions of right triangles, laws of sines and cosines, oblique triangles, identities, conditional equations, inverse functions, polar coordinates, complex numbers, and vectors. Prerequisites: MAT 122. (S,SS) 3(3-0)

**MAT 201 Calculus I:** MAT 201 covers rate of change of functions, limits, derivatives of algebraic functions, applications of derivatives, continuity, the indefinite integral, the definite integral, areas, and derivative and integral of sine and cosine functions. Prerequisite: MAT 123. (F) 5(5-0)

**MAT 202 Calculus II:** MAT 202 focuses on the application of the definite integral; derivatives and integrals of trigonometric functions, inverse trigonometric functions, logarithmic functions, exponential functions, and hyperbolic functions; methods of integration; and infinite series and Taylor's Theorem. Prerequisite: MAT 201. (W) 5(5-0)

**MAT 203 Calculus III:** MAT 203 covers plane analytic geometry, polar coordinates, vectors and parametric equations, and vector functions and their derivatives. Prerequisite: MAT 202. (S) 5(5-0)

**MAT 204 Calculus IV:** MAT 204 focuses on partial differentiation, multiple integration, and multivariable functions and quadric surfaces. Prerequisite: MAT 203. (SS) 3(3-0)

**MAT 211 Elementary Statistics:** MAT 211 is designed to acquaint students in various fields with the fundamentals of modern statistics without rigorous proof of theorems involved. Topics include descriptive statistics; elementary probability theory; binomial, normal, chi-square, and F distributions; hypothesis testing; regression and correlation; one-way ANOVA; and selected nonparametric tests. Prerequisite: MAT 108 and 109 or minimum math placement test score of 30. (S) 5(5-0)

**MAT 1000 Fundamentals of Mathematics:** MAT 1000 focuses on basic operations; addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimal fractions; and percentages, ratios, proportions, gears, and pulleys. (F) 5(5-0-0)

**MAT 1010 Vocational Mathematics:** MAT 1010 includes calculator problems with conversions and decimals, work and power formulas, basic algebra, and study of rectangles and triangles. Prerequisite: MAT 1000. (W) 3(3-0-0)

**MAT 1020 Geometry and Trigonometry:** MAT 1020 is a study of geometry and trigonometry as applied to the machinist trade. Prerequisite: MAT 1010. (S) 3(3-0-0)

**MAT 1030 Machinist Mathematics:** MAT 1030 provides practical application of algebra and trigonometry in solving problems related to the machinist trade. (SS) 3(3-0-0)

## MECHANICAL

**MEC 1120 Duct Construction and Maintenance:** MEC 1120 provides a study of various duct materials, including sheet steel, aluminum, and fiber glass. Emphasis is on safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. Students service various duct systems and perform on-site repairs, including ducts made of fiber glass. A study is also made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation, and ventilating hoods. (SS) 5(3-0-6)

**MEC 1200 Machine Shop Theory and Practice I:** MEC 1200 introduces the machinist trade and describes the potential it holds for the craftsman. Emphasis is on the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines are introduced both in theory and in practice. Minimum clock hours—180. (F) 8(3-0-15)

**MEC 1201 Machine Shop Processes:** MEC 1201 is designed to acquaint students with the procedures of layout work and the correct use of hand and machine tools. Experiences are provided in the basic fundamentals of drill press and lathe operation, hand grinding of drill bits and lathe tools, and set-up work applied to the trade. (Var.) 2(0-0-6)

**MEC 1210 Machine Shop Theory and Practice II:** MEC 1210 is designed to advance students' knowledge of basic machining skills. Hand tools, precision measuring

instruments, the lathe milling machine, and drill presses are used in producing assigned projects. Students are required to utilize all information covered in theory and to implement all safety requirements encompassed with the use of each machine. Minimum clock hours—140.

(W) 6(2-0-12)

**MEC 1220 Machine Shop Theory and Practice III:** MEC 1220 is an advanced course segment for using the lathe, grinder, milling machine, and shaper. Topics include an introduction to basic indexing and terminology with additional practice in the processes of calculating, cutting, and measuring of gears. Students use precision measuring instruments and tools which are used in actual industrial applications. Minimum clock hours—140.

(S) 6(2-0-12)

**MEC 1230 Machine Shop Theory and Practice IV:** MEC 1230 provides students with an opportunity to complete advance operations on all equipment in the lab. Emphasis is on programming, setting up, and operating computer numerically controlled equipment. Special procedures and operations, processes and equipment, observing safety procedures faithfully, and establishing good work attitudes acceptable to industry must be practiced. Prerequisites: MEC 1200, 1210, 1220, or equivalent machine shop and practice. Minimum clock hours—180.

(SS) 8(3-0-15)

**MEC 1250 Structure of Metals I:** MEC 1250 is an elementary and practical approach to ferrous metals which includes a study of their structure, marking, classification, and uses; the theory of iron and steel and their alloys; and shaping, forming, heat treatments, and surface treatments of steel.

(W) 3(3-0-0)

**MEC 1255 Structure of Metals II:** MEC 1255, a continuation of MEC 1250, is an elementary and practical approach to non-ferrous metals which includes a study of their structure, marking, classification, and uses. Topics include their shaping, forming, heat treatments, and surface treatments.

(SS) 3(3-0-0)

**MEC 1260 Precision Machining I:** MEC 1260 focuses on designing and building machine shop projects which require a great deal of student skill. Students are required to use all the equipment in the shop to build these projects; close tolerances are held on all parts making up the projects. Prerequisite: MEC 1230 or equivalent shop experience. Minimum clock hours—180. (W) 9(3-0-18)

**MEC 1265 Precision Machining II:** In MEC 1265, more complex machining projects are undertaken to provide students with projects which require a high degree

of skill and accuracy. Prerequisite: MEC 1260 or equivalent shop experience. Minimum clock hours—180.

(S) 8(3-0-15)

**MEC 1272 Fundamentals of Numerical Control:** MEC 1272 offers both classroom and hands-on experience in the understanding and operation of numerical control and computer numerical control equipment. Minimum clock hours—150.

(F) 9(3-0-18)

**MEC 1275 Jig and Fixture Building:** MEC 1275 is designed to familiarize students with designing and building jigs and fixtures used in production manufacturing by machine shops. Minimum shop hours—120.

(SS) 6(2-4-6)

**MEC 1280 Die Making:** MEC 1280 presents an elementary and practical approach to the building of simple dies. Emphasis is on methods of developing different types of dies. Instruction is given in the types of materials used and the machining of component parts of dies. Minimum clock hours—120.

(SS) 6(2-4-6)

## MARKETING

**MKT 211 Marketing:** MKT 211 is a study of the principles, functions, and methods of marketing products from the producer to the consumer. Topics include consumer behavior, marketing consumer goods, and the role of the middleman's activities and how they affect the manufacturer's sales strategy. May count as an elective course toward A.A., A.S., and A.F.A. degrees. (F) 5(5-0)

**MKT 243 Advertising:** MKT 243 covers the role advertising plays in a free economy and its place in mass communications media. Topics include the study of product and market research, advertising appeals, selection of media, and various means of testing advertising's effectiveness. Theory and practice in writing advertising copy for various media are emphasized.

(S) 3(3-0)

## MARINE SCIENCE

**MSC 220 Introduction to the Marine Environment:** MSC 220 focuses on the physical and biological components of the marine environment and their interrelationships. Productivity and major species of invertebrates and vertebrates are highlighted. One weekend field trip is required.

(Var.) 5(3-4)

## MUSIC

**MUS 91-92-93 Organ Class:** Each is a preparatory course for organists of insufficient background for college credit organ courses or for students who do not wish to study organ for credit. By examination upon the completion of each quarter, qualified students may enter MUS 114. (Var.) 1\*(1-0)

**MUS 94-95-96 Voice Class:** Each is a preparatory course for vocalists of insufficient background for the college credit voice courses or for students who do not wish to study voice for credit. By examination upon the completion of each quarter, qualified students may enter MUS 108. (Var.) 1\*(1-0)

**MUS 97-98-99 Piano Class:** Each is a preparatory course for pianists of insufficient background for the college credit piano courses. By examination upon the completion of each quarter, qualified students may enter MUS 111. (Var.) 1\*(1-0)

\*Denotes preparatory credit (non-transferable).

**MUS 100 Music Fundamentals I:** MUS 100 is an introduction to basic rudiments of music for elementary education and a preparatory course for MUS 102, including developing a singing voice, reading rhythm, reading pitch, combining musical sounds, and playing the recorder. (F) 2(2-1)

**MUS 101 Music Fundamentals II:** MUS 101 is a continuation of MUS 100 and includes playing the piano, playing classroom percussion instruments, accompanying with autoharp, accompanying with guitar, creating music, and singing in harmony. Prerequisite: MUS 100. (W) 2(2-1)

**MUS 102 Music Theory I:** MUS 102 is an introduction to basic techniques of writing melodies, intervals, chords, and four-part harmony, including rhythm symbols, meter measures, and time signatures; the notation of pitch; major and minor scales and key signatures; chord structures; and writing of melody, the phrase, and cadence. (F) 3(3-0)

**MUS 103 Music Theory II:** MUS 103 is a continuation of MUS 102 and focuses on two voice counterpoint; the passing tone; the neighboring tone; and compositions using I, IV, and V in the major and minor scales. Prerequisite: MUS 102. (W) 3(3-0)

**MUS 104 Music Theory III:** MUS 104 is a continuation of MUS 103 and focuses on secondary triads; inversion of triads—the six-chord, the six-four chord, and the seventh

chord; and exercises in analysis and composition. Prerequisite: MUS 103. (S) 3(3-0)

**MUS 105 Sight-singing and Dictation I:** MUS 105 is a study of melodic and rhythmic elements of music using the movable “do.” Emphasis is on rhythmic and melodic dictation involving intervals and scales, including scalewise melodies, key feeling and melodic memory, and all intervals. (F) 2(2-0)

**MUS 106 Sight-singing and Dictation II:** MUS 106 is a continuation of MUS 105 and includes two major part dictation, accompanied melody, and singing of major and minor melodies. Prerequisite: MUS 105. (W) 2(2-0)

**MUS 107 Sight-singing and Dictation III:** MUS 107 is a continuation of MUS 106 and includes reading of alto clef modulations, dictation of modal melodies, all intervals, and two part counterpoint. Prerequisite: MUS 106. (S) 2(2-0)

**MUS 108-109-110, 208-209-210 Voice for Performance Minors I, II, III, IV, V, VI:** Each course emphasizes breathing, breath control, vowels, essentials of tone production, and freedom and flexibility. Instruction begins with simple songs in English and in Italian. Art songs are introduced in the second year. All voice students are required to sing in the college chorus. (Var.) 1(1-0) or 2(2-0)

**MUS 111-112-113, 211-212-213 Piano for Performance Minors I, II, III, IV, V, VI:** Each course requires adequate technical exercises such as Hanon or Czerny. Emphasis is on scales and arpeggios in varying rhythms. Students practice by using easy sonatas by composers such as Clementi and Kuhlau as well as beginning Bach pieces and simple pieces of the Romantic and Modern periods. (Var.) 1(1-0) or 2(2-0)

**MUS 114-115-116, 214-215-216 Organ for Performance Minors I, II, III, IV, V, VI:** Each course is a fundamental study of manual technique, pedal technique, the independence of hands and feet, and the art of registration. Chorale preludes from the “Orgelbüchlein” by Bach and easy pieces by modern composers are used. (Var.) 1(1-0) or 2(2-0)

**MUS 117-118-119, 217-218-219 Chorus I, II, III, IV, V, VI:** Each is an activity course designed to provide students with a deeper understanding, appreciation, and enjoyment of choral music and its practice. The sequence is required of all music majors and each course is open to all students by permission of instructor. Attendance is required at all rehearsals and performances. (F,W,S) 1(1-1)

**MUS 123-124-125 Voice for Performance Majors I, II, III:** Each course involves basic vocal techniques and repertoire in simple Italian arias and in English songs of the Renaissance, Baroque, and classical periods. The course requires nine hours practice weekly. All voice students are required to sing in the college chorus. Each course is open by audition to all qualified students. All voice majors are required to take piano. (Var.) 1(1-0) or 2(2-0)

**MUS 126-127-128 Piano for Performance Majors I, II, III:** Each course reviews all major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios; selected technical studies; Bach Two-Part and Three-Part Inventions; sonatas and easier sonatas of Haydn, Mozart, and Beethoven. Each course requires nine hours practice weekly and is open by audition to all qualified students. (Var.) 1(1-0) or 2(2-0)

**MUS 129-130-131 Organ for Performance Majors I, II, III:** Each course provides a foundation of organ technique through the study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" are completed together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Each course requires nine hours practice weekly and is open to all students who have completed MUS 113 or who can demonstrate by audition a similar proficiency in piano playing. (Var.) 1(1-0) or 2(2-0)

**MUS 132-133-134, 232-233-234 Band I, II, III, IV, V, VI:** Each course reviews basic band techniques, including scales, arpeggios, and ensemble playing. The course also requires learning standard band repertoire for concert performances. Prerequisites: A graduate of high school band or equivalent with permission of instructor. (Var.) 1(1-1)

**MUS 135-136-137, 235-236-237 Strings for Performance Minors I, II, III, IV, V, VI:** Each course reviews all major and minor scales and arpeggios with various bowing and includes technical studies by Kreutzer, Rode, and others. Simple pieces from the Baroque, classical, Romantic, and modern periods are practiced. Each course requires six hours practice weekly. (Var.) 1(1-0) or 2(2-0)

**MUS 138-139-140, 238-239-240 Strings for Performance Majors I, II, III, IV, V, VI:** Each course reviews all major and minor scales and arpeggios in three octaves with various bowings; studies by Kreutzer, Rode or Fiorillo, and others; representative works from the Baroque, classical, Romantic, and contemporary periods;

concertos in the standard repertoire. Each course requires nine hours practice weekly. (Var.) 1(1-0) or 2(2-0)

**MUS 202 Music Theory IV:** MUS 202 is a continuation of MUS 104 and includes analysis of non-harmonic tones, realization of figured bass, harmonization in secondary dominant and diminished seventh chords, augmented 6th chords, neapolitan 6th chord, and chromatic modulation. Prerequisite: MUS 104. (F) 3(3-0)

**MUS 203 Music Theory V:** MUS 203 is a continuation of MUS 202 and covers contrapuntal forms as well as contrapuntal techniques and devices such as canon, invention, fugue, and ostinato forms, including ground motif, ground bass, passacaglia, chaconne, and variation. Prerequisite: MUS 202. (W) 3(3-0)

**MUS 204 Music Theory VI:** MUS 204 is a continuation of MUS 203 and includes song forms, rondo form, sonata-allegro form, and 20th century trends and techniques. Prerequisite: MUS 203. (S) 3(3-0)

**MUS 205 Sight-singing and Dictation IV:** MUS 205 is a continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones, including singing of melodies in soprano, alto, and tenor clefs; themes and variations; sequence patterns in melodic intervals; and major and minor triads. Prerequisite: MUS 107. (F) 2(2-0)

**MUS 206 Sight-singing and Dictation V:** MUS 206 is a continuation of MUS 205 and includes singing of duets, themes and variations, dictation of three-part harmony, passing tone, and neighboring tone. Prerequisite: MUS 205. (W) 2(2-0)

**MUS 207 Sight-singing and Dictation VI:** MUS 207 is a continuation of MUS 206 and includes singing of duets, all clefs, all intervals, and dictation of four-part harmony. Prerequisite: MUS 206. (S) 2(2-0)

**MUS 220 Music Appreciation I:** MUS 220 surveys the music of the Renaissance and Baroque periods, including melody, harmony, instruments of the orchestra, musical structure and design, Gregorian Chant, the mass, motet, madrigal, opera, cantata, oratorio, sonata, concerto grosso, suite, and overture. Representative composers include Machat, Josquin des Prez, Monteverdi, Purcell, Palestrina, Vivaldi, Bach, and Handel. (F) 3(3-0)

**MUS 221 Music Appreciation II:** MUS 221 surveys music of the classical and Romantic periods, including keyboard music, chamber music, symphonies, operas, oratorios, choral music, and lieder. Representative com-

posers include Haydn, Mozart, Beethoven, Schubert, Schumann, Brahms, Chopin, Liszt, Mendelssohn, and Wagner. (W) 3(3-0)

**MUS 222 Music Appreciation III:** MUS 222 surveys post-Romantic and 20th Century music, including Expressionism, Impressionism, Neo-Classicism, the New Nationalism, Futurism, American jazz, and electronic music. Representative composers include Debussy, Stravinsky, Bartok, Schoenberg, Hindemith, Ives, Gershwin, Ellington, Boulez, and Penderecki. (S) 3(3-0)

**MUS 223-224-225 Voice for Performance Majors IV, V, VI:** Each course focuses on advanced vocal techniques. Repertoire includes more difficult songs and arias from the Baroque and classical periods, Romantic art songs and arias of easy to medium difficulty, and simpler songs and arias by contemporary composers. A sophomore recital for voice majors is required. Each course requires nine hours practice weekly. All voice students are required to sing in the college chorus. Voice majors should complete FRE 153 and Piano for Performance Minors. Prerequisite: MUS 125. (Var.) 1(1-0) or 2(2-0)

**MUS 226-227-228 Piano for Performance Majors IV, V, VI:** Each course reviews all major and minor scales and arpeggios in rhythms; more difficult selected technical studies; easier preludes and fugues of Bach; more difficult sonatas of Mozart and Beethoven; literature of Schubert, Schumann, Chopin, and Brahms; and pieces from the modern composers. Each course requires nine hours practice weekly. Prerequisite: MUS 128. (Var.) 1(1-0) or 2(2-0)

**MUS 229-230-231 Organ for Performance Majors IV, V, VI:** Each course requires completion of the "Eight Little Preludes and Fugues" and study of other Bach pieces such as the "Toccata and Fugue in D Minor"; pieces from the pre-Bach, Romantic, and Modern school or organ composition; and hymn playing and church service playing. Each course requires nine hours practice weekly. Prerequisite: MUS 131. (Var.) 1(1-0) or 2(2-0)

## NURSING

**NUR 100 Orientation to Nursing Education:** This developmental course is designed to orient applicants to the Associate Degree Nursing program, both accepted and interested applicants, to the basic concepts of nursing education. The role of student nurses is emphasized with particular attention to the policies, philosophies, curriculum, and other aspects of the college's Associate Degree Nursing program. Students must complete a self-assessment of their own value system, personal goals, and

support system as well as their study habits and testing skills. The course also includes an introduction to nursing organizations, the three basic nursing education programs, the health care delivery system, nursing career opportunities, and the legal aspects of nursing. Basic math concepts are also covered. Does not count toward the associate degree. Prerequisite: None. (SS) 2(2-0-0)

**NUR 101 Basic Nursing Care:** NUR 101 is the first nursing course of the Associate Degree Nursing Curriculum. This course emphasizes the competencies necessary for beginning use of the nursing process when performing basic skills. In addition, the course emphasizes the identification of the roles and responsibilities of the health care team members, and theoretical basis for the discipline of nursing. Prerequisite: Admission to the Associate Degree Nursing Program. Pre or Corequisites: BIO 201, PSY 201, and SOC 201. (F) 9(4-6-6)

**NUR 102 Nursing Care of Patients with Common Health Problems I:** NUR 102 is the second nursing course of the Associate Degree Nursing Curriculum. This course emphasizes competencies necessary for beginning use of the nursing process in the delivery of basic care for patients who have common health problems with predictable outcomes. In addition, this course emphasizes competencies necessary for the role of manager of care and the role of member of the discipline of nursing when delivering basic nursing care for one patient in structured health care settings. Prerequisites: Successful completion of the first quarter of Nursing Curriculum courses. Pre or Corequisites: BIO 202 and PSY 202. (W) 9(3-4-12)

**NUR 103 Nursing Care of Patients with Common Health Problems II:** NUR 103 is the third course of the Associate Degree Nursing Curriculum. This course emphasizes competencies necessary for beginning use of the nursing process in the delivery of nursing care for patients who have common health problems with predictable outcomes. In addition, this course emphasizes competencies necessary for the role of manager of care and the role of member of the discipline of nursing when prioritizing and delivering nursing care for one or two patients in structured health care settings. Prerequisites: Successful completion of all fall and winter quarter curriculum courses. Pre or Corequisites: BIO 203 and PSY 210. (S) 9(3-4-12)

**NUR 104 Nursing Care of the Patient with Common Health Problems III:** NUR 104 is the fourth nursing course of the Associate Degree Nursing Curriculum. This course emphasizes competencies necessary for use of the nursing process in the delivery of nursing care



for patients who have common health problems with predictable outcomes. In addition, this course emphasizes competencies necessary for the role of manager of care and the role of member of the discipline of nursing when prioritizing and delivering nursing care for two or more patients in structured health care settings. Prerequisites: Successful completion of all fall, winter, and spring quarter nursing curriculum courses. (SS) 7(3-0-12)

**NUR 105 Transition in Nursing:** Transition in Nursing is a clinical nursing course designed for the licensed practical nurse entering the LPN-ADN Educational Mobility program. The course provides the student with a knowledge base for clinical nursing practice using Roy's Adaptation Model for Nursing in conjunction with the nursing process. Common medical-surgical conditions are discussed along with teaching-learning theory. The concept of the family as a system is introduced. Emphasis is on physical assessment skills and the application of these skills to persons experiencing common medical-surgical conditions. (SS) 9(4-2-12)

**NUR 201 Maternal-Child Nursing:** Maternal-Child Nursing is a course designed for the licensed practical nurse in the LPN-ADN Educational Mobility program. This course is a study of maternal-child nursing focusing on the emerging family and on the ill child and family. Emphasis is on deviation from normal and also on the more complex problems associated with the emerging family and with the ill child and family. Applications of the Roy Adaptation Model and the nursing process to the individual and the family group are stressed. Concepts of family-centered nursing and health teaching are presented. Nutrition and pharmacology are integrated throughout the course. (W) 9(4-0-15)

**NUR 202 Nursing Care of Emerging Families and Children:** NUR 202 is one of three concurrent nursing courses required for the second level of the Associate Degree Nursing Curriculum. This course will emphasize competencies necessary for the use of the nursing process as a basis of decision making in the role of provider of care for patients who have obstetrical and pediatric health problems. In addition, this course emphasizes competencies necessary for role of manager of care and role of a member of the discipline of nursing when in the obstetrical and pediatric settings. Prerequisites: NUR 202 is to be taken after a student has successfully completed all First Level courses required in the nursing curriculum. Corequisites: Fall quarter, NUR 205; winter quarter, NUR 206; and spring quarter, NUR 207. (F,W,S) 9(5-0-12)

### **NUR 203 Nursing Care of Patients with Mental Health Problems and Families in the Home Setting:**

NUR 203 is one of three concurrent courses required for the second level of the Associate Degree Nursing curriculum. This course emphasizes the competencies necessary for the use of the nursing process as a basis for decision making in the role of provider of care for patients who have mental health problems and families in the home setting. In addition, this course emphasizes the competencies necessary for the role of manager of care and role of member of the discipline of nursing in both the mental health and home settings. Prerequisites: NUR 203 is to be taken after a student has completed all First Level courses required in the nursing curriculum. Corequisites: Fall quarter, NUR 205; winter quarter, NUR 206; and spring quarter, NUR 207. (F,W,S) 8(4-0-12)

### **NUR 204 Nursing Care of Patients with Common Complex Health Problems:**

NUR 204 is one of three concurrent nursing courses required for the second level of the Associate Degree Nursing Curriculum. This course emphasizes competencies necessary for the use of the nursing process as a basis for decision making in the role of provider of care for patients who have common complex health problems. In addition, this course emphasizes competencies necessary for the role of manager of care and the role of member of the discipline of nursing when caring for groups of patients. Prerequisites: NUR 204 is to be taken after a student has successfully completed all First Level courses required in the nursing curriculum. Corequisites: Fall quarter, NUR 205; winter quarter, NUR 206; and spring quarter, NUR 207. (F,W,S) 8(4-0-12)

### **NUR 205 Leadership Principles and Management of Patient Care:**

NUR 205 is the first of three sequential non-clinical nursing courses required in the Second Level Associate Degree Nursing curriculum. This course emphasizes leadership and management principles as they relate to the role of provider of care, manager of care, and member of the discipline of nursing. Prerequisite: NUR 205 is to be taught in the Fall Quarter, after a student has successfully completed all First Level courses required in the nursing curriculum. (F) 3(3-0-0)

### **NUR 206 Issues in Nursing:**

NUR 206 is the second of three sequential non-clinical courses required in the second level Associate Degree Nursing curriculum. This course emphasizes the assessment of current issues as related to the role of provider of care, manager of care, and member of the discipline of nursing. Prerequisites: NUR 206 is to be taught in the Winter Quarter, after a student has successfully completed all First Level and all Fall Quarter, Second Level courses required in the nursing curriculum. (W) 3(3-0-0)

**NUR 207 Role Transition: Student to Graduate:**

NUR 207 is the third of three sequential non-clinical nursing courses required in the Second Level Associate Degree Nursing curriculum. This course emphasizes the competencies necessary for the transition from student to beginning staff nurse in the role as provider of care, manager of care, and member within the discipline of nursing. Prerequisites: NUR 207 is to be taught in the Spring Quarter, after a student has completed all First Level and all Second Level, Fall and Winter Quarter courses required in the nursing curriculum. (S) 3(2-2-0)

**NUR 210 Test-Taking Strategies for Nursing Students:**

NUR 210 is a developmental course and focuses on developing test-taking skills in a nursing context. Such topics as self-preparation for tests, relaxation techniques, analyzing test situations and answers, and making "educated guesses" are examined. Does not count toward any associate degree. (F) 1(1-0)

**NUR 1001 Basic Concepts in Practical Nursing:**

Basic concepts in practical nursing is an introductory course that provides the students with a beginning knowledge for the practice of practical nursing using the Roy Adaptation Model. The concepts of person, environment, health, nursing, and nursing process are discussed with emphasis on the scope of practical nursing practice. Also, the concepts of activity and rest, protection, nutrition, and elimination are discussed. Communication is emphasized in both written, verbal, and technical forms. In the classroom, laboratory, and clinical settings, the students practice observation, measurement, and interview skills. Prerequisite: Admission to Practical Nursing program. Corequisites: BIO 1510 and PSY 201. (F) 10(7-4-3)

**NUR 1002 Common Adaptations:**

NUR 1002 focuses on the physiological mode of the individual and the appropriate nursing activities for common adaptation problems. The concepts of oxygenation, nutrition, elimination, activity and rest, and protection are the focus of nursing assessment and activities. The process of physiological adaptation in relation to circulatory, endocrine, sensory and neurological function will be covered. Clinical learning experiences are provided in the laboratory, hospital, and long-term care. Prerequisites: Successful completion of all fall quarter courses required in the nursing curriculum. Corequisites: PHM 101 and ENG 101. (W) 13(8-2-12)

**NUR 1003 Nursing Across the Lifespan I:**

NUR 1003 focuses on the adaptation of individuals with their families from conception through adulthood. Emphasis is on the physiological mode with an introduction of the

psychosocial modes. Common coping mechanisms are discussed. Appropriate nursing activities related to selected nursing diagnosis and collaborative problems are covered. Clinical learning experiences are provided in the laboratory, hospitals, and other health care facilities. Prerequisites: Successful completion of all courses in fall and winter quarters. Corequisite: PHM 102.

(S) 12(7-2-12)

**NUR 1004 Nursing Across the Lifespan II:**

NUR 1004 focuses on the adaptation of individuals with their families from adulthood through death. Emphasis is placed on the physiological mode incorporating the psychosocial modes. Common coping mechanisms are discussed. Appropriate nursing activities related to selected nursing diagnosis and collaborative problems are covered. Clinical learning experiences are provided in the laboratory, and long-term facilities. Prerequisites: Successful completion of all courses in fall, winter, and spring quarters. Corequisite: NUR 1005. (SS) 10(4-2-15)

**NUR 1005 Contemporary Issues in Practical Nursing:**

This course focuses on the students' psychosocial mode and their coping mechanisms as it relates to specific issues within the practice of the Licensed Practical Nurse. Issues discussed include history of practical nursing, legal/ethical aspects of practice, cultural and spiritual differences, preparation for the future and exploration of job settings. (SS) 4(4-0-0)

**NUR 3023 Nursing Assistant I:**

NUR 3023 prepares students to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including the mental, social, and physical needs of the elderly; patient's rights; nutrition management; elimination procedures; safe environment; restorative services; personal and special care procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying; and the roles of the nursing assistant and health team members. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals, and home health agencies. A skills/competency evaluation is required for determining student competency. Upon satisfactory completion of the course and the skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Board of Nursing and for admission to NUR 3024. In all employment settings, the registered Nurse Aide I works under the direction and supervision of licensed personnel. Prerequisite: None.

(Var.) 5(2-2-6)

**NUR 3024 Nursing Assistant II:** NUR 3024 prepares students to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control, including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures, including catheterizations, irrigations, and care of established ostomies; intravenous site care; observation and maintenance of oxygen therapy; breaking/removing fecal impactions; enteral nutrition for existing infusions; and roles of the Nurse Aide II with members of health care team members. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals, and home health agencies. A skills/competency evaluation is required for determining student competency. Upon satisfactory completion of the course and the skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the registered Nurse Aide II works under the direction and supervision of licensed personnel. Prerequisites: Successful completion of NUR 3023 or a Board of Nursing-approved Nursing Assistant course, including the skills/competency evaluation, or completion of an approved competency evaluation program, including testing and skills/competency evaluation such as the Nursing Assistant III Refresher course with a competency evaluation program. Also, must meet college admission requirements and receive permission of nursing assistant instructor. (Var.) 8(3-4-9)

**NUR 3025 Home Care:** NUR 3025 is a home care course and prepares students to provide basic health and personal care for infants, children, adolescents, and adults, including the elderly in the home. Emphasis is on growth and development throughout the lifespan; nutrition and meal preparation; medication management; pediatric home care, accident prevention, and emergencies in the home; community resources; family dynamics; and home management. In all employment settings, the nursing assistant giving home care will work under the supervision of a licensed nurse. Prerequisite: Meet college admission requirements and receive permission of nursing assistant instructor. (Var.) 3 (2-2-0)

## ORAL COMMUNICATIONS

(See SPEECH)

## ORIENTATION

**ORI 99 College Success Skills:** In ORI 99, methods of study which have proven successful for achievement at the college level are presented through lecture, film, and supervised practice. Graded on a pass/repeat basis.

(F,W,S,SS) 3\*(3-0)

**ORI 100 The College Experience:** This course will familiarize students with campus facilities and resources while providing exploration of the academic and social skills vital to their success at College of The Albemarle. Topics covered will include campus resource search, COA's academic regulations, effective notetaking, test-taking strategies, time management skills, career resources and options, computer exploration, choosing a major, registering for classes, and multiculturalism. Prerequisite: Any student may enroll in this course; however, students placing in two of the developmental areas of mathematics, English, or reading **must** enroll. Does not count toward A.A., A.S., or A.F.A. degrees. (F,W,S) 1(1-0)

\*Denotes preparatory credit (non-transferable).

## OFFICE SCIENCE EDUCATION

**OSC 101 Keyboarding:** Keyboarding enables students to master the keyboard by using a microcomputer. Basic techniques for speed and accuracy are stressed. Students receive a brief introduction to different personal and business formats, manuscripts, and tables. Course may count as an elective toward A.A., A.S., and A.F.A. degrees. (F,W,S,SS) 4(3-2)

**OSC 104 Medical Law and Ethics:** Study of principles of office conduct, ethical responsibility of the office staff with regard to information acquired, and obligations and responsibilities of the medical office worker or transcriber. Laws governing medical practice are also included. Prerequisite: 2 quarters of curriculum work. (W) 3(3-0)

**OSC 106 Medical Office Procedures:** Designed to prepare qualified students to perform a variety of clerical duties such as maintaining the patient's chart, requesting equipment and services for the physician, requesting supplies and equipment for the nursing unit, and completing all forms correctly. Emphasis placed on communication techniques including communication with the patient, communications with the medical staff and physicians, as well as telephone communications. Clinical experiences provide opportunities for applying classroom learning in the hospital setting. Prerequisites: OSC 104 with minimum grade of "C". (S) 5(5-0)

**OSC 108 Medical Insurance & Coding:** A study of concepts of medical insurance, including types and characteristics of third-party payers. (Medicare, Medicaid, BC/BS, CHAMPUS, etc.) Introduction to coding concepts (ICD-9-CM and HCPCS/CPT-4), payment systems (RBRVS and DRGs) and manual/electronic claim form preparation (HCFA-1500 and UB/82). Prerequisites: OSC 217 or permission of instructor. (S) 5(5-0)

**OSC 110 Records Management:** OSC 110 covers the fundamentals of indexing and filing and combines theory and practice by using miniature letters, filing boxes, and guides. Students also become familiar with modern filing equipment. (F,S) 3(3-0)

**OSC 204 Word Processing I:** OSC 204 is an introduction to word processing using a commercially available software package. Classroom assignments using the software are incorporated into working lecture sessions. Students are taught letter, form, and report manipulation. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: OSC 101. (W,SS) 3(3-0)

**OSC 206 Word Processing II:** OSC 206 presents advanced concepts in word processing and is a continuation of EDP 204. Students learn important principles for organizing documents on a fixed or floppy disk system. The course focuses on such topics as merging documents, creating and using macros, working with math functions, utilizing line draw and other features, and exploring the graphics capability of the word processor package. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: OSC 204. (S) 3(3-0)

**OSC 207 Medical Transcription I:** An introductory course designed to build transcription skills for those who already have a basic understanding of anatomy and terminology, along with machine transcription and grammar skills. Students get extensive practice transcribing dictated materials in the correct format for the most commonly used medical reports. Prerequisites: OSC 206 and OSC 217. (F) 4(3-2)

**OSC 208 Document Production:** This course enables students to increase speed and accuracy using microcomputer techniques. It will enhance formatting efficient business letters, memoranda, reports, tables, and administrative documents. This level of keyboarding allows students to develop techniques through simulations in a variety of offices. Course may count as an elective toward A.A., A.S., and A.F.A. degrees. Prerequisite: OSC 206. (S) 5(5-0)

**OSC 209 Medical Transcription II:** Advanced medical dictation, including some foreign accents, utilizing medical references, and independent work. Dictation also reviews the body system and various medical reports used by physicians and hospitals. Prerequisite: OSC 207. (W) 4(3-2)

**OSC 211 Medical Transcription III:** Advance and specialized medical transcription, including various laboratory, radiology, and surgical dictation, building up previous course work. Dictation to enhance skills for employment in some specialty areas of medical transcription, such as nuclear medicine, cardiology and pathology laboratory environments. Prerequisites: OSC 209. (S) 4(3-2)

**OSC 214 Office Procedures:** OSC 214 provides the capstone for the college-trained secretary preparing to meet the increasingly exacting requirements of a secretarial position. Basic typing and transcription abilities are assumed; operational functions affected by changes in technology are presented. (S) 4(3-2)

**OSC 215 Medical Terminology and Vocabulary I:** OSC 215 provides a foundation for the study of medical terms by teaching students to divide words into component parts; to recognize basic combining forms, suffixes, and prefixes; and to know their meanings. (F) 3(3-0)

**OSC 216 Medical Terminology and Vocabulary II:** OSC 216 is a study of how the medical language is used in context with terms which apply to the body as a whole, to where organs are located, and to how the organs function. Emphasis is on the terminology of the human body systems. (W) 3(3-0)

**OSC 217 Medical Terminology & Vocabulary III:** This course is continuation of the study of medical terms with additional emphasis on various human body systems. Specialized terminology relating to oncology, radiology, pharmacology, and psychiatry to provide capstone in course series. Prerequisite: OSC 216. (S) 4(3-2)

**OSC 221 Transcription:** OSC 221 provides a review of English grammar, punctuation, and spelling and includes intensive practice in machine transcription. Emphasis is on typing mailable/acceptable copies of business letters; manuscripts; and medical, legal, and government documents using transcribing machines. Prerequisites: OSC 206 and ENG 101. (F) 4(3-2)

**OSC 264 Legal Vocabulary and Legal Instruments:** OSC 264 develops students' understanding of the terminology and vocabulary used in the legal office and in the different areas of legal work. The course is designed as a training aid for people who are entering or have recently entered the legal field. (Var.) 3(3-0)

## PHYSICAL EDUCATION

**PED 101 Basic Movement:** PED 101 is primarily designed for the development and improvement of muscular strength, muscular endurance, and circulo-respiratory endurance. Gross motor activity such as running, jumping, leaping, and general floor exercises are stressed. (S,SS) 1(0-3)

**PED 101A, 102A, 103A Adapted Physical Education:** This is a planned program of selected activities for students with physical defects or limitations which would prohibit them from participating in regular physical education activity classes. (F,W,S) 1(0-3)

**PED 106 Volleyball:** PED 106 is an introduction to the basic skills of volleyball, including the serve, pass, set-up, bump, spike, and block. Controlled competition involving routines, scoring, and strategy is an integral part of this course. (F,W,S,SS) 1(0-3)

**PED 109 Beginning Swimming:** PED 109 is for non-swimmers or individuals with limited swimming ability. Emphasis is on basic self-rescue and swimming skills, including breathing, floating, gliding, kicking, and stroking. American Red Cross certificates are issued. (SS) 1(0-3)

**PED 110 Basketball:** PED 110 introduces the basic skills and rules of basketball, including passing, dribbling, and shooting. Class competition is stressed. (W) 1(0-3)

**PED 112 Badminton:** PED 112 focuses on the fundamental skills and rules of badminton, including serving and cocking of strokes, drop shots, net play, scoring, and strategy. Class competition is stressed. (W,SS) 1(0-3)

**PED 113 Intermediate Swimming:** PED 113 is basically for individuals with limited swimming ability. Developing basic strokes and self-rescue skills is stressed. American Red Cross certificates are issued. (SS) 1(0-3)

**PED 114 Basic Sailing:** PED 114 provides classroom and practical on-the-water experience in the basic fundamentals of small boat sailing. Small craft safety is stressed. Part I, American Red Cross Small Craft Safety (Sailing) certificates are issued. Prerequisite: Demonstrated ability to swim. (F,S,SS) 1(0-3)

**PED 115 Intermediate Sailing:** PED 115 is a continuation of classroom and practical on-the-water experience in the rudiments of small boat sailing. Techniques of competency in small boat handling are stressed along with general small craft safety. Part II, American Red Cross Small Boat Safety (Sailing) certificates are issued. Prerequisites: Demonstrated ability to swim and sail. (F,S,SS) 1(0-3)

**PED 116 Lifeguard Training:** PED 116 focuses on the development of swimming skills and advanced rescue techniques. Fundamental strokes emphasized are side, elementary back, breast, and crawl. American Red Cross certificates are issued to qualified class members. (S,SS) 1(0-3)

**PED 117 Basic Canoeing:** PED 117 provides lecture and laboratory experiences in basic skills of lake, river, and creek canoeing. All basic canoeing strokes are covered along with fundamentals of canoeing safety and rescue. Prerequisite: Demonstrated ability to swim. (F,S) 1(0-3)

**PED 118 Advanced Canoeing:** PED 118 provides lecture and laboratory experiences utilizing advanced skills of flat water and open water canoeing. Fundamentals of canoeing safety and self-rescue are stressed. Outdoor education is an integral part of this course. Prerequisites: Demonstrated ability to swim and PED 117. (F,S) 1(0-3)

**PED 119 Basic/Emergency Water Safety:** Techniques for assisting victims of water emergencies are taught in PED 119; however, this course will not qualify an individual to be a lifeguard. (SS) 1(0-3)

**PED 201 Archery:** PED 201 provides an introduction to skills and techniques of target shooting using various types and weights of bows. Class target practice is stressed. (F,SS) 1(0-3)

**PED 202 Beginning Tennis:** PED 202 provides an introduction to the elementary skills used in tennis, including serve, volley, ground strokes, and scoring. Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed. (F,S,SS) 1(0-3)

**PED 204 Bowling:** PED 204 is an introduction to the basic techniques and skills in bowling, including ball selection, approach, and release. Scoring and figuring handicaps are also covered. A nominal lane fee is charged for each game. (W) 1(0-3)

**PED 205 Softball:** PED 205 is an introduction to the basic skills of softball, including throwing, hitting, fielding, base running, and the rules of softball. (F,S) 1(0-3)

**PED 206 Golf:** PED 206 provides instruction in the rules and skills involved in golf, including stance, grip, swing, and club selection. Class experience in use of irons is stressed. (Var.) 1(0-3)

**PED 207 Water Safety Instructor:** PED 207 is organized based upon the American Red Cross program of instruction involving advanced swimming skills and

techniques of water safety. American Red Cross certificates are issued. Prerequisite: American Red Cross Advanced Life Saving. (SS) 1(0-3)

**PED 208 Instructor Sailing:** PED 208 is organized based upon the American Red Cross program of instruction in small-craft safety. Practical experience in teaching individuals how to handle small day sailors is stressed. American Red Cross certificates are issued to those individuals possessing a current Water Safety Instructor's certificate. Prerequisites: Demonstrated ability to swim and sail. (F,S,SS) 1(0-3)

**PED 209 Intermediate Tennis:** PED 209 focuses on developing the intermediate skills in tennis, including volley, smash, and lob, and on improving ground strokes and serving techniques. Basic rules and strategy for singles and doubles are included. Class competition is stressed. (F,S,SS) 1(0-3)

**PED 210 Advanced Basketball:** PED 210 is a continuation of PED 110. Class competition is stressed.

(W) 1(0-3)

**PED 216 Advanced Swimming:** PED 216 is designed for experienced swimmers who want to improve their abilities in self-rescue techniques and basic strokes. American Red Cross certificates are issued. (SS) 1(0-3)

## PHARMACOLOGY

**PHM 101 Pharmacology I:** PHM 101 is the first of two courses which focus on the fundamental principles of drug action, the application of specific drugs in treatment of diseases, and nursing implications for the principles and methods of drug administration. The course covers the pharmacological actions of drugs according to body systems and clinical use, drug interactions, the role of federal agencies in drug control, the legal implications of dispensing controlled substances, and mathematical principles related to drug therapy. Implications for nursing care are the primary focus in order to provide nursing students with an appropriate framework for basing nursing actions in the administration of drugs. Prerequisite: NUR 1001. Corequisite: NUR 1002. (W) 3(3-0)

**PHM 102 Pharmacology II:** PHM 102 is the second of two courses which focus on the fundamental principles of drug action, the application of specific drugs in treatment of diseases, and nursing implications for the principles and methods of drug administration. The course covers the pharmacological actions of drugs according to body systems and clinical use, drug interactions, the role of federal agencies in drug control, the legal implications of dispensing controlled substances, and mathematical principles

related to drug therapy. Implications for nursing care are the primary focus in order to provide nursing students with an appropriate framework for basing nursing actions in the administration of drugs. PHM 101 and PHM 102 provide students with a broad knowledge base in pharmacological aspects of nursing care. Prerequisites: NUR 1002. Corequisite: NUR 1003. (S) 3(3-0)

## PHYSICAL SCIENCE

**PHS 101 Physical Science I:** PHS 101 introduces the basic concepts of physics, including mechanics, wave motion, electricity, and heat. The course is designed for the non-science major. (Var.) 4(3-3)

**PHS 102 Physical Science II:** PHS 102 introduces basic chemical principles, including the periodic table, nomenclature, and reaction classification. The course is designed for the non-science major. (Var.) 4(3-3)

**PHS 103 Physical Science III:** PHS 103 presents a scientific approach to the study of the earth and our solar system. The course is designed for the non-science major. (Var.) 4(3-3)

## PHYSICS

**PHY 201 General Physics I:** PHY 201 is a study of the basic underlying principles of mechanics, including uniform and non-uniform motion, static and dynamic equilibrium, rotation, and the effect of inertia. Laboratory sessions are closely related to theory with emphasis on measurement precision and data error analysis. Prerequisites: MAT 121-122-123 or for non-transfer degree, MAT 108-109-110. (F) 4(3-3)

**PHY 202 General Physics II:** PHY 202 is a study of the physical theories and phenomena underlying heat and sound. The topics covered in heat are the kinetic theory of gases, temperature scales, heat transfer mechanisms, and other areas of thermodynamics. The topics covered in sound are the theory of wave motion, the media of transfer, and propagation. Laboratory sessions are closely related to theory with emphasis on measurement precision and data error analysis. Prerequisite: PHY 201. (W) 4(3-3)

**PHY 203 General Physics III:** PHY 203 is a study of the fundamental laws, units, and theory governing electricity, magnetism, and optics. Topics include the atomistic nature of electricity, static and dynamic forms of electricity, magnetic fields, and phenomena indicating both the particle and wave nature of light and the manner in which they complement each other. Laboratory sessions are coordinated with theory, and emphasis is on the principles

involved and the analysis of error in the data. Prerequisite: PHY 202. (S) 4(3-3)

**PHY 1040 Applied Physics I:** PHY 1040 introduces basic principles of electricity and magnetism, including electron theory, magnetism and electromagnetism, series and parallel circuits, and electrical measurement. (W) 2(1-2-0)

**PHY 1050 Applied Physics II:** PHY 1050 introduces properties and measurement of heat and heat's effect upon matter; properties of solids, liquids, and gases; and theory of matter. (S) 2(1-2-0)

**PHY 1060 Applied Physics III:** PHY 1060 introduces light, sound, and the physical principles of force. Equilibrium, laws of motion, and the six basic machines are also studied. (SS) 2(1-2-0)

## POLITICAL SCIENCE

**POL 211 United States Government I:** POL 211 examines the origins of the United States' system of government, including the English historical roots, the Parliament, Common Law, the jury system, the Magna Carta, British Colonial influences, the Enlightenment, weaknesses of the Articles of Confederation, and the Constitution. (F,Var.) 3(3-0)

**POL 212 United States Government II:** POL 212 examines the operation of the United States' system of government, including interest groups, political parties, elections, the committee system of Congress, the executive, the bureaucracy, and the judiciary. Emphasis is on the problem solving aspects of governmental operations. Prerequisite: POL 211. (W,Var.) 3(3-0)

## PSYCHOLOGY

**PSY 100\*\* Applied Psychology:** As education changes to keep pace with technology and social development, so must the student adapt and acquire the skills needed for academic and life-long success. PSY 100 utilizes the theories of educational psychology and emphasizes the study of personality, particularly as it relates to one's goals, ideals, and self-concept. Does not count toward A.A., A.S., and A.F.A. degrees. (F,W,S,SS) 3(3-0)

\*\*PSY 100 may not be substituted for a social sciences or humanities elective in any of the AAS degree programs.

**PSY 201 General Psychology I:** PSY 201 emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with

attitudes, emotions, needs, and desires; and man as a thinking, imagining, reasoning, and learning person. (F,W) 3(3-0)

**PSY 202 General Psychology II:** PSY 202 continues the study of behavior with emphasis on various theories of personality development and how they relate to adaptive behavior. Prerequisite: PSY 201. (W,S) 3(3-0)

**PSY 210 Human Growth and Development:** PSY 210 introduces principles of human growth and development, tracing development from prenatal to late adulthood. Biological, intra-psychic, and social/behavioral viewpoints are explored. Prerequisite: PSY 201. (S) 3(3-0)

**PSY 211 Abnormal Psychology:** This course covers descriptions of the various psychological disorders as elaborated in the 3rd edition (revised) of the Diagnostic and Statistical Manual of the American Psychiatric Association. Each disorder is approached from biological, psychosocial, and therapeutic perspectives. Prerequisite: PSY 201 and PSY 202. (F) 3(3-0)

**PSY 212 Educational Psychology:** This course studies learning, remembering, and applying knowledge with emphasis on conditions that affect learning and transfer for learners at different stages of physical, intellectual, social, and emotional development. Prerequisite: PSY 201 and PSY 202. (W) 3(3-0)

## READING

**RED 89 Basic Reading I:** This course is designed for students who score a 5.0 and below on the Reading portion of the placement test. Students will strengthen basic reading skills, including comprehension, vocabulary building, and word attack. Dictionary use and listening skills are also emphasized. The course utilizes individualized instruction and is designed to be a one quarter course; although more than one quarter may be needed for the student to achieve success. (F,W,S) 5\*(5-0)

**RED 90 Basic Reading II:** This course is designed for students who score a 6.9 and below on the Reading portion of the placement test. Students will strengthen basic reading skills, including comprehension, vocabulary building, and word attack. Dictionary use and listening skills are also emphasized. The course utilizes individualized instruction and is designed to be a one quarter course, although more than one quarter may be needed for the student to achieve success. (F,W,S) 5\*(5-0)

**RED 91 Fundamentals of Reading:** RED 91 is designed to strengthen students' basic reading skills, including

word attack, word recognition, and comprehension. Vocabulary building and listening skills are also emphasized. The course utilizes whole class and individual instruction methods and is designed to be a one-quarter course; although, upon recommendation, a student may continue into a second quarter. Graded on a pass/repeat basis. (F,W,S,SS) 5\*(5-0)

\*Denotes preparatory credit (non-transferable).

**RED 100 Advanced Reading:** RED 100 is designed to refine students' existing skills in reading which are necessary for competent and efficient work in college-level courses. Emphasis is on reading mechanics and theories, critical reading skills, comprehension, developing speed and flexibility, vocabulary development and expansion, and study skills. Does not count toward A.A., A.S., and A.F.A. degrees. (F,W,S,SS) 3(3-0)

**RED 1020 Reading Improvement:** RED 1020 is designed to improve students' ability to comprehend what is read by learning to read more rapidly and accurately. It is adjusted to vocational students' interests and only students enrolled in a vocational curriculum should register for this course. (F) 2(2-0-0)

## REAL ESTATE

**RLS 101 Fundamentals of Real Estate:** RLS 101 introduces basic real estate principles and practices. Topics include real estate law, financing, property valuation, management, taxation, mathematics, house construction, land use regulation, and property insurance. North Carolina Real Estate License Law and Rules/Regulation of the North Carolina Real Estate Commission are also covered. This course provides the basic skills and knowledge necessary to act as a real estate salesperson and prepares students for the real estate salesman license examination. (Var.) 6(6-0)

**RLS 102 Real Estate Law:** RLS 102 covers laws and regulations applicable to residential and commercial real estate transactions for the state of North Carolina. Topics include the Fair Housing Act of 1968, North Carolina Fair Housing Act of 1983, Civil Rights Act of 1866, law of agency, disclosures required by the Real Estate Commission and federal law, and basic security law aspects of real estate transactions. Prerequisite: Within the previous five years, RLS 101 or hold a real estate salesman license; or written permission of the Evening Program Director and appropriate department chairperson. (Var.) 3(3-0)

**RLS 103 Brokerage Operation:** RLS 103 presents basic instruction in real estate brokerage operations. Topics include organizing and operating a real estate firm;

supervisory management practices; training; marketing concepts; records and bookkeeping systems; financial operations; and the economic, legal, and ethical responsibilities of real estate brokers and managers. Students are provided the basic practical knowledge necessary to operate a real estate brokerage practice. The course assists in preparing students for the real estate broker license examination. Prerequisites: RLS 104 and, within the previous five years, RLS 101 or hold a real estate salesman license. (Var.) 3(3-0)

**RLS 104 Real Estate Math:** RLS 104 introduces practical application of basic principles of business mathematics to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and basic accounting methods, appreciation and depreciation, financial calculations, interest yield, property valuation estimates, insurance, and commission. The course provides basic mathematical knowledge and practical skills essential to the real estate profession and assists in preparing students for the real estate broker license examination. (Var.) 3(3-0)

**RLS 219 Real Estate Finance:** RLS 219 presents a study of real estate finance, including an analysis of financial techniques and instruments necessary in real estate financing. Topics include the structure of the mortgage market, sources of funds, types of mortgages, role of government agencies, interest rates, loan origination and servicing, and competition in the money market. Prerequisite: Within the previous five years, RLS 101 or hold a real estate salesman license; or written permission of the Evening Program Director and appropriate department chairperson. (Var.) 3(3-0)

## SAFETY

**SAF 223 First Aid and Safety Education:** SAF 223 emphasizes developing safe attitudes, preventing accidents, and learning what to do if an accident occurs. Because preventing accidents should be of primary importance to anyone desiring to live a normal and fulfilling life, this type of attitude is stressed at all times. (F,W,S,SS) 3(3-0)

## SOCIOLOGY

**SOC 201 Introduction to Sociology I:** SOC 201 introduces the essential concepts and principles of sociology, including an analysis of the structure and function of society and a study of culture, personality, socialization, role, status, social control and deviation, social groups, institutions, and the family. (F,W,S) 3(3-0)



**SOC 202 Introduction to Sociology II:** SOC 202 continues the study of social organizations and includes the processes of social interaction, concepts of human ecology, social and cultural change, and social movements. Prerequisite: SOC 201. (F,W) 3(3-0)

**SOC 206 Marriage and the Family:** SOC 206 analyzes sexuality, sex roles, courtship, mate selection, and procreation; traces and analyzes developing forms and functions of family relationships; and studies the effects of contemporary social changes in family life. Prerequisite: SOC 201. (F) 3(3-0)

**SOC 210 Social Problems:** SOC 210 provides a study of the relationship of culture and social structure to contemporary social problems. Emphasis is on social problems in the United States. Analysis includes causes, consequences, and possible solutions to selected social problems. Prerequisite: SOC 201. (S) 3(3-0)

**SOC 212 Comparative Sociology:** SOC 212 is comparative sociological studies focusing on diverse societies of the world. Topics include culture, communication, politics, with emphasis on macro concepts and paradigms. Current global social-economic situations will be considered. Prerequisite: Soc 201. (S) 3(3-0)

## SPANISH

**SPA 101 Elementary Spanish I:** SPA 101 introduces the basics of Spanish pronunciation, grammar, and civilization. Emphasis is on developing the skills of speaking, reading, writing, and comprehending the language. Topics include present tense verbs, cardinal numbers, weather, dates, and correct usage of pronouns and adjectives. No previous study of Spanish is required. (F) 4(4-0)

**SPA 102 Elementary Spanish II:** SPA 102 is a continuation of SPA 101. Topics include object pronouns, commands, and the perfect and imperfect tenses. Prerequisite: SPA 101 or equivalent. (W) 4(4-0)

**SPA 103 Elementary Spanish III:** SPA 103 is a continuation of SPA 102. Topics include reflexive verbs; the formation of present and past participles; and the future, conditional, present subjunctive, and perfect tenses. Prerequisite: SPA 102 or equivalent. (S) 4(4-0)

**SPA 201 Intermediate Spanish I:** SPA 201 reviews and expands elementary grammar concepts. Emphasis is on developing an increased vocabulary through building reading, writing, speaking, and comprehension skills. The course also furthers understanding of Spanish culture through literary works and conversations. Prerequisites:

Two years of high school Spanish, SPA 101-103 or equivalent. (F) 4(4-0)

**SPA 202 Intermediate Spanish II:** SPA 202 is a continuation of SPA 201. Topics include a study of the subjunctive and its four verb tenses and a study of the uses of simple and compound prepositions. Excerpts from *Don Quixote* are read. Prerequisite: SPA 201 or equivalent. (W) 4(4-0)

**SPA 203 Intermediate Spanish III:** SPA 203 is a continuation of SPA 202. Topics include a study of adjectives and adverbs, the passive voice, and Spanish idiomatic expressions. An oral presentation is given. Prerequisite: SPA 152 or equivalent. (S) 4(4-0)

**SPA 210 Selected Readings in Spanish:** SPA 210 is a course for those able to read Spanish literature. Selections of short stories and drama are used, and literary interpretations are included. Prerequisite: Three years of high school Spanish or the completion of SPA 203. (Var.) 3(3-0)

## SPEECH (ORAL COMMUNICATIONS)

**SPH 102 Voice and Diction:** SPH 102 emphasizes the separate sounds of speech through study of the correct manner and placement of the articulators in making the sounds of English. The course focuses on standard general American speech and includes a study of the International Phonetic Alphabet. (W) 3(3-0)

**SPH 201 Public Speaking:** SPH 201 studies the preparation and presentation of the three primary speech types. Each student will prepare and give three speeches to the class, emphasizing careful preparation, correct articulation, varied delivery, and nonverbal expression. (F,S) 3(3-0)

**SPH 210 Oral Interpretation of Literature:** SPH 210 focuses on verbal and nonverbal means of conveying a message. Exercises are designed to teach phrasing, projection, pitch, rate, facial expression, gesture, and vocal variety through the oral interpretation of literature from the various genres. (Var.) 3(3-0)

## WELDING

**WLD 1101 Basic Gas Welding:** WLD 1101 is designed to teach air conditioning and refrigeration students basic elements of gas welding. Emphasis is on light welding, brazing, silver soldering, and soft soldering. Shop safety is stressed. (S) 1(0-0-3)

**WLD 1401 Basic Welding:** WLD 1401 is designed to acquaint machinist students with basic welding principles and techniques. Topics include welding shop safety, equipment, gas welding and brazing, oxygen-acetylene cutting, and arc welding. (S) 3(2-0-3)

## **COURSE DESCRIPTIONS FOR TELECOURSES**

**BUSX105 The Business File:** Provides an overall picture of business operations; includes the analysis of specialized fields within business organizations, and identifies the role of business in a modern society. COA Equivalency: BUS 106. 5(5-0)

**BUSX114 Personal Finance and Money Management:** Students will learn the basics of budgeting and buying, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills, and trusts. COA Equivalency: BUS 108. 5(5-0)

**BUSX120 Business and the Law:** The content of Business and the Law, as with most introductory law courses, emphasizes contracts and the legal system. By including modules on the law of sales, commercial paper, agency, and property — and examining such critical legal environment topics as government regulation, employment practices, and consumer and environment protection — students will gain a comprehensive overview of law and the world of business. COA Equivalency: BUS 115 and BUS 116. 5(5-0)

**ECOX204, ECOX205 Economics USA:** Economic principles will be presented by developing an ability to analyze data from historic and present day economic situations. Economic events as inflation and unemployment affect our lives. An understanding of the causes will help you anticipate and deal effectively with such problems as well as suggest alternative courses of action. Basic knowledge of economics will enable you to understand government policy and programs developed to address these problems for the nation as a whole. COA Equivalency: ECO 201, ECO 202, and ECO 203. 5(5-0),5(5-0)

**PSYX205 Discovering Psychology:** Telecourse Discovering Psychology covers the fundamental principles and major concepts of psychology including: Brain and behavior, sensation and perception, conditioning and learning, cognitive processes, motivation and emotion, life-span development, the self and identity, sex and gender, testing and intelligence, social influences, psychopathology and therapy, stress and health issues, methodology, and new directions. COA Equivalency: PSY 201 and PSY 202.

**SOCX207 Sociological Imagination:** An introductory-level college telecourse designed to give students an in-depth look at groups, communities, institutions, and social situations that illustrate major sociological concepts. COA Equivalency: SOC 201 and SOC 202. 5(5-0)

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# COLLEGE DIRECTORY

## THE COMPREHENSIVE COMMUNITY COLLEGE

The comprehensive community college concept in higher education arose in response to the American commitment to the idea of broad educational opportunities for all segments of our society. As the name implies, a community college serves the educational needs of the area in which it is located by providing various types of educational programs for commuting students at a relatively low cost. Educational services can be broadly categorized into three areas: college transfer programs, occupational programs, and continuing education programs. Continuing education programs encompass activities ranging from adult basic education to general interest courses for college graduates.

## HISTORY

The idea for a community college in Elizabeth City was developed when the Community College Act was passed by the 1957 North Carolina General Assembly, enabling counties to establish their own two-year colleges.

On November 8, 1960, the people of Pasquotank County voted their approval for a new college by a five-to-two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The college opened its doors to its first freshman class in September 1961 in the old Albemarle Hospital building on Riverside Avenue. Members of the first graduating class received their degrees on May 31, 1963.

College of The Albemarle was the first college in North Carolina chartered under the Community College Act of 1957. In 1963, the General Assembly adopted new community college legislation designed "to promote and encourage education beyond the high school in North Carolina." Among other things, this legislation authorized the establishment of comprehensive community colleges. This legislation became effective on July 1, 1963. On that same date, at the request of the college trustees and with the joint approval of the State Board of Education and the State Board of Higher Education of North Carolina, College of The Albemarle became the first comprehensive community college in the North Carolina Community College System.

As the college has grown, new technical and vocational curricula have been added and existing programs have been revised and strengthened.

## COLLEGE OF THE ALBEMARLE FOUNDATION

Formed in 1980, the College of The Albemarle Foundation strengthens and furthers the offerings of the college by providing funds for facilities, equipment, staff development, special activities, and scholarships. These funds are provided through the help of many individuals and businesses in the college's seven-county service area who make donations to the Foundation.

A Board of Directors, comprised of 24 community leaders and business owners, oversees the work of the Foundation. The Assistant to the President for Development serves as the Executive Director. The President of the college serves as Secretary, and the Dean of Administrative Services serves as Treasurer of the College of The Albemarle Foundation.

## LOCATION AND FACILITIES

College of The Albemarle serves residents in seven counties of Northeastern North Carolina, including Chowan, Camden, Currituck, Dare, Gates, Pasquotank, and Perquimans, with campuses in Elizabeth City and Manteo and a center in Edenton as well as additional facilities and courses taught at other locations in the college's service area.

The college's 60-acre main campus is on highway U.S. 17 North of Elizabeth City (see map of Elizabeth City campus on the inside of this catalog's back cover).

On this campus, four major buildings provide space for administrative and faculty offices, classrooms, laboratories, a college bookstore, a cafeteria, a student center, the Learning Resources Center, a lecture auditorium, and a learning lab. Also, included is a community and Small Business Center which features a stage and a 1,000 seat auditorium available for community use.

The college's Dare County Campus, located on Russell Twiford Road at the intersection of highway U.S. 64 and state road 345 in Manteo, is provided by Dare County. The campus provides classrooms, offices, a library, and a student lounge at a location more convenient to Outer Banks residents.

The college's Chowan County Center, located in Edenton Village Shopping Center on business highway U.S. 17 in Edenton, opened in December 1992. Provided by Chowan County, the newly renovated site houses classrooms, offices, a seminar room, and a student lounge at a location more convenient to Chowan County residents.

Additional college facilities in Elizabeth City include the Extension Center, located on Riverside Avenue, and the Adult Basic Literacy Education (ABLE) Center, located in Edgewood Shopping Center on Parkview Drive.

## BOARD OF TRUSTEES

Bruce A. Biggs, Chairman  
Philip J. Donahue, Vice-Chairman  
Larry R. Donnithorne, Secretary

## GOVERNOR'S APPOINTEES

Philip J. Donahue	<i>Term Expires</i>
Randy M. Harrell	6/30/95
Sonja W. Hibbard	6/30/98
Wallace E. Nelson	6/30/97
	6/30/96

## PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

D. Ben Berry	6/30/97
Patsy R. McGee	6/30/98
W. C. Owens, Jr.	6/30/96
Andrew H. Williams	6/30/95

## ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION'S APPOINTEES

Bruce A. Biggs	6/30/98
John S. Cooper	6/30/96
Burley R. Sweeney	6/30/95
Jan C. Riley	6/30/97
Gerald F. White	6/30/94

## DARE COUNTY BOARD OF COMMISSIONERS' APPOINTEES

Christopher L. Seawell	6/30/97
Robert G. Williams	6/30/96

## CHOWAN COUNTY BOARD OF COMMISSIONERS' APPOINTEE

Frank W. White, Jr.	6/30/97
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## STUDENT REPRESENTATIVE

The college's Student Senate President serves as an ex officio member of the Board of Trustees.

## BOARD OF TRUSTEES ADVISORY COMMITTEE

Carole C. Smith	Camden County
S. Paul O'Neal	Currituck County
John A. Lane	Gates County
Archie W. Miller	Perquimans County

## COLLEGE OF THE ALBEMARLE FOUNDATION BOARD OF DIRECTORS

The College of The Albemarle Foundation was formed in 1980 to strengthen and further the offerings of the college through the provision of funds for facilities, equipment, special activities, and scholarships. This non-profit organization is governed by a Board of Directors, whose members are appointed by the college's Board of Trustees. College administrators provide staff assistance for the foundation.

Jan C. Riley, President  
Ray S. Meiggs, Jr., Vice-President  
Larry R. Donnithorne, Secretary  
Barry D. Hartis, Treasurer  
Bruce A. Biggs, Executive Committee  
Patsy R. McGee, Executive Committee  
David R. Griffin, Executive Director

D. Ben Berry	Mark Maland
Penny Binns	Wallace E. Nelson
Moncie L. Daniels III	Robert V. Owens, Jr.
J. MacN. Duff	Morris Small
William W. Foreman	Jan C. Riley
Diana M. Gallop	Henry Stokes
J. Wilson Jones, Jr.	Winifred J. Wood

Zack D. Owens, Lifetime Member  
J. Samuel Roebuck, Lifetime Member

## ADMINISTRATIVE OFFICERS

President .....	Larry R. Donnithorne
Dean, Administrative Services .....	Barry D. Hartis
Dean, Dare County Campus .....	Joseph W. Turner, Jr.
Dean, Instruction .....	Sharon A. Sass
Dean, Student Development .....	Raphael G. Scaffa

## ADMINISTRATIVE SUPPORT STAFF

### Administrative Services

Director, Accounting .....	Karen Alexander
Director, Management Information Services .....	Sharon W. Fairchild
Director, Physical Facilities .....	Ronald M. Hostutler
Director, Support Services/	
Bookstore Manager .....	Deborah R. Holland
Manager, Community Center .....	Elizabeth A. LeBlanc

### Instructional

Associate Dean,	
Chowan County Center .....	Lynn Hurdle-Winslow
Associate Dean,	
Continuing Education .....	Floyd P. Horton
Associate Dean, Evening Services .....	William R. Sterritt
Chief GED Test Examiner .....	Anne G. Lennon
Coordinator, Continuing Education	
and Business Development,	
Dare County Campus .....	Virginia S. Tillett
Coordinator, HRD and	
Bridges Program .....	Carolyn R. Davis
Coordinator, Learning Lab .....	Ann Parkinson
Coordinator, Learning Lab,	
Dare County Campus .....	Marietta H. Trainor
Director,	
Basic Skills Education .....	Ryanee H. Whitehurst
Director,	
Business Development .....	Lynne M. Bunch
Director, Community Services	
Education .....	Douglas M. Sawyer
Director, Cooperative Education	
and Job Placement .....	Debra S. Williams
Director, Learning Resources	
Center .....	Holly M. Cook-Wood
Recruiter, Basic Skills Education	
and Alternate GED Test	
Examiner .....	Louis E. Stephenson
Instructor, Basic Skills Education .....	Steven J. Schmidt
Reference Librarian .....	Vacant When Published

### President

Assistant to the President for	
Development .....	David R. Griffin

Assistant to the President for Policy,	
Planning, and External Grants .....	Phyllis N. Haskett
Director, Personnel .....	Wendy W. Brickhouse
Director, Public Relations and	
Communications .....	Jeffrey J. Zeigler
Executive Assistant to the	
President .....	Sandra W. Strickland

### Student Development

Assistant Dean, Admissions	
and Testing .....	John M. Wells
Assistant Dean, Counseling	
and Student Activities .....	Vacant When Published
Counselor, Admissions .....	Moses Douglass, Jr.
Counselor, Career and	
Life Planning .....	Martha W. Swain
Counselor, College Transfer/	
Evening Coordinator .....	Quay J. Dozier
Counselor, Dare County Campus .....	William K. Amiot
Counselor, JTPA Program .....	Jerry Oliver
Counselor, Student Support	
Services .....	Robert A. Melvin III
Director, Scholarships and	
Student Aid .....	Angela R. Godfrey-Dawson
Director, Student Support	
Services .....	Andrea R. Williams
Registrar .....	Mary Louise Brown
Tutor Coordinator,	
Student Support Services .....	Carlotta L. Jordan

## DEPARTMENT CHAIRPERSONS

Allied Health and Wellness .....	Wilma W. Harris
Business and Computer	
Technology .....	P. Eugene Talkington
Communications and Humanities .....	Sandra N. Boyce
Developmental Studies .....	Rhonda L. Watts
History, Social Sciences, and	
Public Services .....	Ronald R. Riccardo
Mathematics and Natural	
Sciences .....	Julian E. Aydtlett, Jr.
Training and Career Education .....	Stanley E. Nixon

## OTHER SUPPORT STAFF

Accounting Technician .....	Delores H. Anderson
Computer Programmer .....	Kyle K. Watts
Lead Accounting Technician .....	Carolyn F. LaDow
Library Technical Assistant .....	Vacant When Published
Printing Services Coordinator .....	Jesse L. Johnson
Student Aid Assistant .....	Emma L. Boyce
Student Aid Assistant .....	S. Renée Jennings

## SECRETARIAL/OFFICE STAFF

Accounts Payable Clerk .....	Rita M. Layden
Admissions Secretary .....	Michelle L. McDonald
Admissions Technician .....	Annette Roberson
Basic Skills Education Secretary .....	Dawn E. Rountree
Bookstore Assistant/Courier .....	Ella S. Brown
Bridges Program Secretary .....	Vacant When Published
Chowan County Center Cashier/	
Office Assistant .....	Shirley O. Blount
Chowan County Center Secretary .....	Mary Kay Peele
Continuing Education Secretary .....	Sherry C. Hewitt
Dare County Campus Administrative	
Services Coordinator/Secretary .....	Karen L. Harper
Dean of Instruction's Secretary .....	Janice P. Bryant
Dean of Student Development's	
Secretary .....	Judy T. Alphin
Development Office Secretary .....	Diane E. Andersen
Faculty Secretary .....	Nancy P. Farmer
Faculty Secretary .....	Meg Grantham
Faculty Secretary .....	Vacant When Published
Library Services Technician .....	Diane M. Sawyer
Policy, Planning, and External	
Grants Secretary .....	Rita O. Jennings
Senior Cashier/Administrative	
Assistant .....	Michelle W. Sheep
Small Business Center Secretary .....	Diane W. Leverette
Student Support Services Secretary/	
Child Care Coordinator .....	Carrie P. Jones
Telephone Operator/Receptionist .....	Patricia P. Lee

## CUSTODIAL/MAINTENANCE STAFF

Peter H. Bogardus	Raymond J. Christie
Doris A. Greene	Clyde Leverette
Carlton McDonald	Lewis A. Meads
Lance Taylor, Sr.	Gladys M. Whitehurst

## FACULTY/PROFESSIONAL STAFF

Adams, Bobby K. ....	Chemistry and Physics
B.S., Longwood College; M.S., West Virginia University	
Aldridge, Allen S. ....	Mathematics
B.S., Wake Forest University; M.S., North Carolina State University	
Alexander, Karen .....	Director, Accounting
B.S., Norfolk State University	
Alexander, Miriam S. ....	Technical Mathematics
B.S., East Carolina University	
Amiott, William K. ....	Counselor, Dare County Campus
M.S., North Dakota State University; Ph.D. University of North Dakota	
Anderson, Jimmy R. ....	Business Education
A.A.S., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University	

Aydlett, Julian E., Jr. ....	Mathematics
A.B., University of North Carolina at Chapel Hill; M.A., East Carolina University	
Barefoot, Kay B. ....	Hotel and Restaurant Management
B.A., North Carolina State University	
Beloat, Hollis A. ....	Sociology
B.A., M.A., Western Kentucky University	
Boyce, Sandra N. ....	Speech/Drama
A.B., M.A., University of North Carolina at Chapel Hill	
Brickhouse, Wendy W. ....	Director, Personnel
A.A.S., College of The Albemarle; B.S., Elizabeth City State University	
Brown, Mary Louise .....	Registrar
B.A., University of California	
Bunch, Lynne M. ....	Director, Business Development
B.S., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University	
Cahill, Maureen A. ....	Developmental Reading
B.S., Norfolk State University; M.S., Old Dominion University	
Chou, Leland L. C. ....	Music
B.A., Linfield College; M.M., Cincinnati Conservatory of Music; M.S.M., Union Theological Seminary; D.M.A., University of Southern California	
Cook-Wood, Holly M. ....	Director,
	Learning Resources Center
B.A., St. Andrews Presbyterian College; M.L.S., North Carolina Central University	
Davis, Carolyn R. ....	Coordinator, HRD and
	Bridges Program
B.S., Virginia Commonwealth University	
Donnithorne, Larry R. ....	President
B.S., United States Military Academy; M.S., M.A., Stanford University; Ed.D., Harvard University	
Douglass, Moses, Jr. ....	Counselor, Admissions
B.S., North Carolina A & T State University; M.S., Troy State University	
Dozier, Quay J. ....	Counselor, College Transfer/
	Evening Coordinator
B.A., Elizabeth City State University	
Dubbé, Marsha A. ....	Nursing
B.S.N., West Virginia University; M.S.N., Duke University	
Dunlow, Dorothy J. ....	Business Education
B.S., M.A.Ed., East Carolina University	
Fairchild, Sharon W. ....	Director, Management
	Information Systems
A.A.S., University of Hawaii	
Farless, Patti B. ....	Nursing
B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University	

- Finch, Patricia A.** ..... English and Developmental Education  
B.A., St. Andrews Presbyterian College; M.A., University of North Carolina at Chapel Hill
- George, Jean S.** ..... Developmental English and Reading  
B.S., M.A., S.C.T., Murray State University
- Godfrey-Dawson, Angela R.** ..... Director, Scholarships and Student Aid  
A.A.S., College of The Albemarle; B.S., Elizabeth City State University
- Gregory, David B.** ..... Biology  
A.B., M.A.Ed., East Carolina University
- Griffin, David R.** ..... Assistant to the President for Development  
B.S., University of North Carolina at Chapel Hill; M.S., Florida State University
- Haley, Cheryl L.** ..... Mathematics  
B.S., M.S., Old Dominion University
- Harris, C. Marion, Jr.** ..... Health and Physical Education  
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University
- Harris, Wilma W.** ..... Nursing  
R.N., Rex Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University
- Hartis, Barry D.** ..... Dean, Administrative Services  
B.S., University of North Carolina at Charlotte; CPA
- Haskett, Phyllis N.** ..... Assistant to the President for Policy, Planning, and External Grants  
B.S., M.A.Ed., East Carolina University
- Hill, Benjamin F., III** ..... Art  
B.S., M.A., East Carolina University
- Hodges, David T.** ..... Electronics and Computer Science  
A.A.S., Old Dominion University; B.S., Northwestern State University; M.A.Ed., East Carolina University
- Hoffman, Faye E.** ..... Cosmetology  
Greenville Beauty School
- Holland, Deborah R.** ..... Director, Support Services/Manager, Bookstore  
A.A.S., College of The Albemarle
- Horton, Floyd P.** ..... Associate Dean, Continuing Education  
B.S., West Virginia State College; M.A., Marshall University
- Hurdle-Winslow, Lynn** ..... Associate Dean, Chowan County Center  
B.A., East Carolina University; M.Ed., North Carolina State University
- Jones, Elizabeth W.** ..... Practical Nursing  
B.S.N., East Carolina University
- Jordan, Carlotta L.** ..... Tutor Coordinator, Student Support Services  
B.A., Livingstone College
- Kerber, Teresa S.** ..... Business Computer Programming  
B.S., James Madison University; M.A.Ed., East Carolina University
- Krauss, Kerry** ..... Electronics and Computer Science  
A.A., A.A.S., College of The Albemarle; B.S., Elizabeth City State University
- Lamm, W. Carnell** ..... Drafting and Design  
A.A., Louisburg College; B.A., M.A.Ed., East Carolina University; 6th year certificate, North Carolina State University
- LeBlanc, Elizabeth A.** ..... Manager, Community Center  
B.A., Louisiana State University
- Leete, Jerome B.** ..... Biology  
B.A., Florida Southern; B.S., M.S., East Carolina University
- Lennon, Anne G.** ..... Chief GED Test Examiner  
B.S., M.L.S., East Carolina University
- Loy, Vicki F.** ..... English  
B.A., M.A., East Carolina University
- Mansfield, Shelby H.** ..... Psychology  
B.S., M.L.S., East Carolina State University
- McNary, Orville E.** ..... Electrical Installation  
USCG (Retired); Certified Electrician
- Melvin, Robert A., III** ..... Counselor, Student Support Services  
B.A., Spring Hill College; M.S.Ed., Old Dominion University
- Mercer, Jesse B.** ..... Economics  
B.S., High Point College; M.A., East Carolina University
- Nixon, Stanley E.** ..... Machinist Trades Diploma, Advanced Machinist, College of The Albemarle
- Oliver, Jerry** ..... Counselor, JTPA Program  
B.A., Norwich University; M.E., Boston University
- Omer, Mary Pat** ..... Nursing  
B.S.N., Spalding University; M.S., Old Dominion University
- Overman, Gwendolyn W.** ..... Nursing Assistant  
Diploma, Louise Obici School of Nursing
- Parker, LeVern D.** ..... History and Geography  
B.S., Campbell University; M.A., Salisbury State University
- Parkinson, Ann** ..... Coordinator, Learning Lab  
B.A., Purdue University; M.S., Southern Connecticut State University; Ph.D., University of South Florida
- Patterson, M. Kay** ..... Health and Physical Education  
A.A., Peace College; B.S., M.A.Ed., East Carolina University
- Phelps, Milton M., Jr.** ..... Automotive Mechanics  
ASE Certified, Master Automobile Technician
- Riccardo, Barbara D.** ..... Foreign Languages  
B.S., Ohio Wesleyan University; M.A., University of Arizona

- Riccardo, Ronald R.** ..... History  
B.A., Bloomfield College; M.A., Appalachian State University;  
Ph.D., Southeastern University
- Rosenblatt, Harry J.** ..... Business and  
Computer Technology  
B.A., Long Island University; J.D., Columbia University
- Sass, Sharon A.** ..... Dean, Instruction  
B.S., M.Ed., Ph.D., University of Nebraska
- Sawyer, Douglas M.** ..... Director,  
Community Services Education  
B.S., East Carolina University
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The College of The Albemarle Catalog does not include a listing of part-time faculty. The Dean of Instruction or the Associate Dean, Continuing Education may be contacted for information about part-time faculty members.



## GLOSSARY OF TERMS

**Academic Calendar:** Appears in the first few pages of the current catalog. Gives important dates for each quarter such as when to register, last day to drop a course without penalty, holidays, and graduation.

**Admission:** Fulfilling all entrance requirements such as completing the admissions file — application, high school transcript or GED score, and all other college transcripts — before registering for classes.

**Advisor:** Instructors or counselors to whom students are assigned for help with registering for the correct classes. A primary source of information and help. All registrations, drop/adds, and withdrawals are initiated with the advisor.

**Application to graduate:** A form which all students must complete with their advisor six months before they plan to graduate.

**Audit:** Provides students a chance to try a course without failing. No grade or credit is awarded, and exams are not usually required. Attendance is necessary. Must be declared at the time of registration.

**Catalog:** The college's primary student publication. Contains policies and procedures as well as academic and financial information. Students are urged to read and be familiar with information in the catalog.

**Change of Program:** Changing from one degree or diploma program to another; for example, from college transfer to business administration technology. With some program changes, the grade point average may change for graduation purposes.

**CLEP (College Level Examination Program):** One type of proficiency exam which students may take to earn college credit for their extensive knowledge.

**College transfer:** One of four major instructional divisions. Implies the first two years of a four-year bachelor's degree.

**Cooperative Education:** Combining classroom instruction with a part-time job related to an area of study.

**Corequisite:** A course which is taken at the same time as another course.

**Counselor:** A professional with whom current students or prospective students can talk in confidence about any type of problem or academic concern. Counselors assist students to achieve their highest potential. There are several at the college.

**Credit hour:** A unit of academic credit. Students must earn a certain number of credits (depending on the program) to graduate. Usually the number of credit hours for a course indicates the number of hours per week students will be in that specific class.

**Curriculum code:** A "C," "T," "V," or "G" (which respectively stands for college transfer, technical, vocational, or general education) followed by three numbers as in C-011, T-018, V-032, and G-030. Refers to a program of study.

**Dean:** The Dean of Instruction is responsible for all academic programs, including curriculum and continuing education offerings, and the Learning Resources Center. The Dean of Student Development is responsible for student-related services from admissions through graduation, including counseling and student activities. The Dean of Administrative Services is responsible for all business office, food services, and buildings and grounds concerns. The Dean of the Dare County Campus is responsible for all functions associated with the Dare Campus.

**Drop/add:** If students have signed up for a course they do not need or if the class is canceled, they must complete a Registration Change Notice with their advisor. A Registration Change Notice must also be completed to add a course.

**Elective:** A course which is accepted toward fulfillment of credit for a degree but is not necessarily required for that degree, so termed because students "elect" or choose to take the course.

**FWS: Federal Work-Study** — One of several sources of financial aid for students.

**GED: General Educational Development.** A nationally recognized high school equivalency diploma awarded for successfully completing the GED examination.

**GPA: Grade Point Average.** Obtained by dividing total grade points earned (see Total Grade Points) by the total number of credit hours attempted in a given period. Same as quality point average.

**"I" grade:** A deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes summer quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

**ID Card:** The card students receive when they pay their tuition and fees at each registration period. It identifies the holder as an activity-paying student and allows the holder free admission to most College of The Albemarle events.

**Intramurals:** Organized athletic events and teams of College of The Albemarle students and sometimes staff. Students are urged to join in on the fun.

**LRC:** The Learning Resources Center. More commonly known as the library.

**Major:** The academic area in which a student specializes. It is the same as a curriculum and a program of study.

**Pell (Federal Pell Grant):** Formerly the Basic Education Grant which is available to students with a certain income level.

**Perkins Loan (Federal Perkins Loan):** Formerly called National Defense Student Loan (NDSL). A source of borrowing money for college. Must be repaid by students.

**Placement test:** A 2 1/2 hour exam on reading, math, and English required of most curriculum students. Used primarily for course-level placement.

**Prerequisite:** A course which must be completed before students may register for a more demanding or higher level course.

**Proficiency exams:** Taken to earn college credit for subjects in which students already have extensive knowledge.

**Quarter:** An academic year at College of The Albemarle is divided into four quarters of 11 weeks each. These are known as fall, winter, spring and summer quarters.

**Registration:** The period before each quarter begins when students decide upon certain courses and pay fees. Not to be confused with "admission." Students must register each quarter.

**SAR:** Student Aid Report. A report from the U.S. Department of Education which notifies students of their eligibility for financial aid. Students must return the report to the Financial Aid Office.

**Sequence:** A continuous series of courses to be taken in a specific order.

**Service Area:** The seven counties of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans which are served by College of The Albemarle.

**Student Senate:** The student governing body which uses student activity fees to provide activities and special events during the year.

**Subject prefix/Course number/Section number:** Best explained by example:

<sup>*1</sup> Prefix	<sup>*2</sup> Course No.	<sup>*3</sup> Section
Course Title		
BIO	101	5
Biology I		General
DFT	214	1
Fixtures		Jigs and
AUT	1125	2
Servicing		Automotive

<sup>\*1</sup>The subject reference found in the course description section of the catalog is always three capital letters.

<sup>\*2</sup>Course numbers are always two, three, or four digits.

<sup>\*3</sup>Section numbers appear on class schedules since courses are usually offered more than once each quarter. When students register, a section number must be entered on the class schedule.

**Technical:** Implies a two-year, normally non-transferable, career-oriented degree program. Drafting and Design Engineering Technology and Administrative Office are examples.

**Total Grade Points:** Obtained by multiplying the grade points assigned to the letter grade earned for a given class (see Grading System under Academic Regulations), by the number of credit hours assigned to the class and totaling the figures. Same as total quality points.

**Used Bookstore:** Operated on the main campus by the Nu Nu Chapter of Phi Theta Kappa, national honor fraternity. Used books may be bought and left on consignment for resale.

**Vocational:** Usually refers to one-year trade programs at College of The Albemarle. A diploma is awarded upon the completion of a vocational trade such as Automotive Mechanics, Practical Nursing, and Cosmetology.

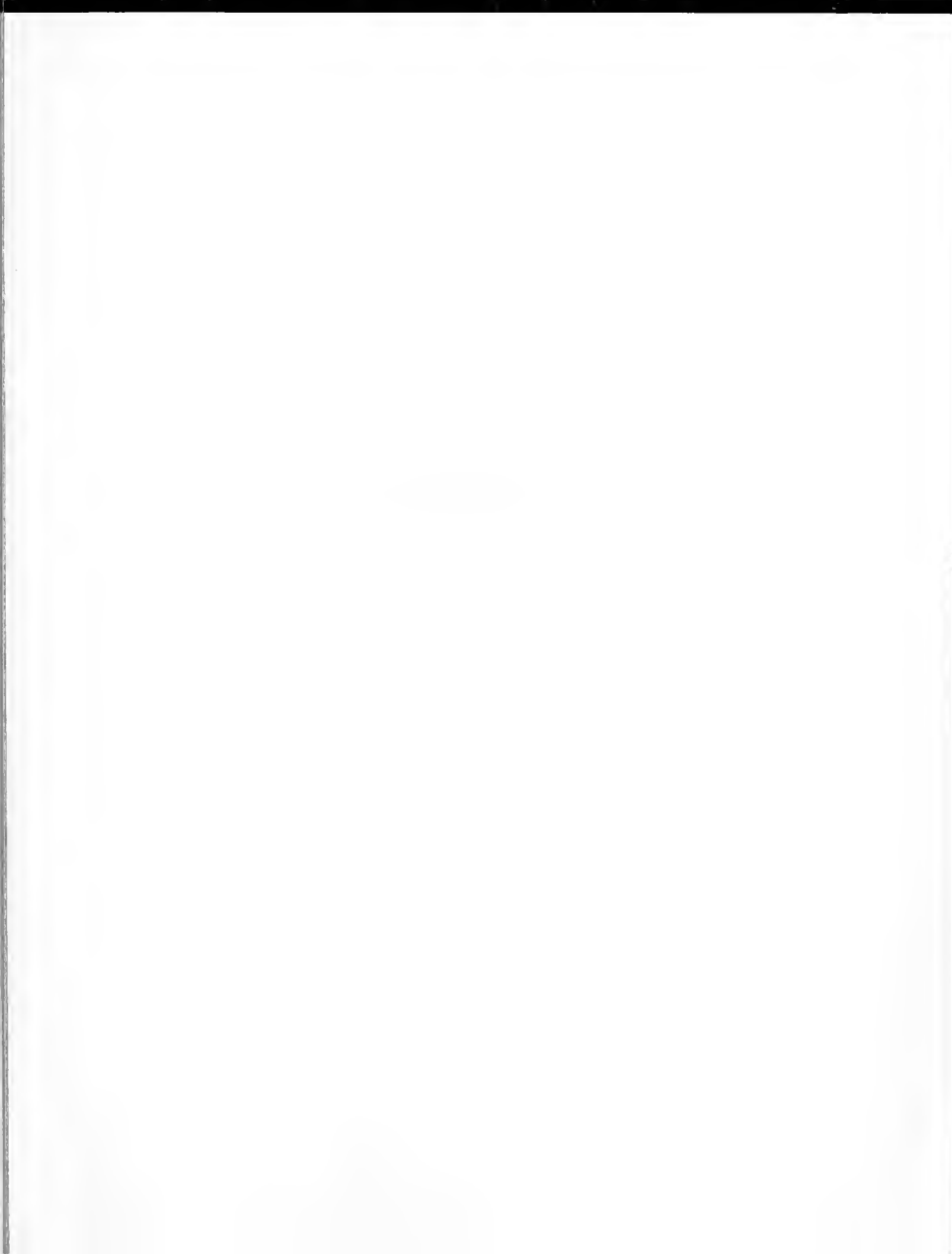
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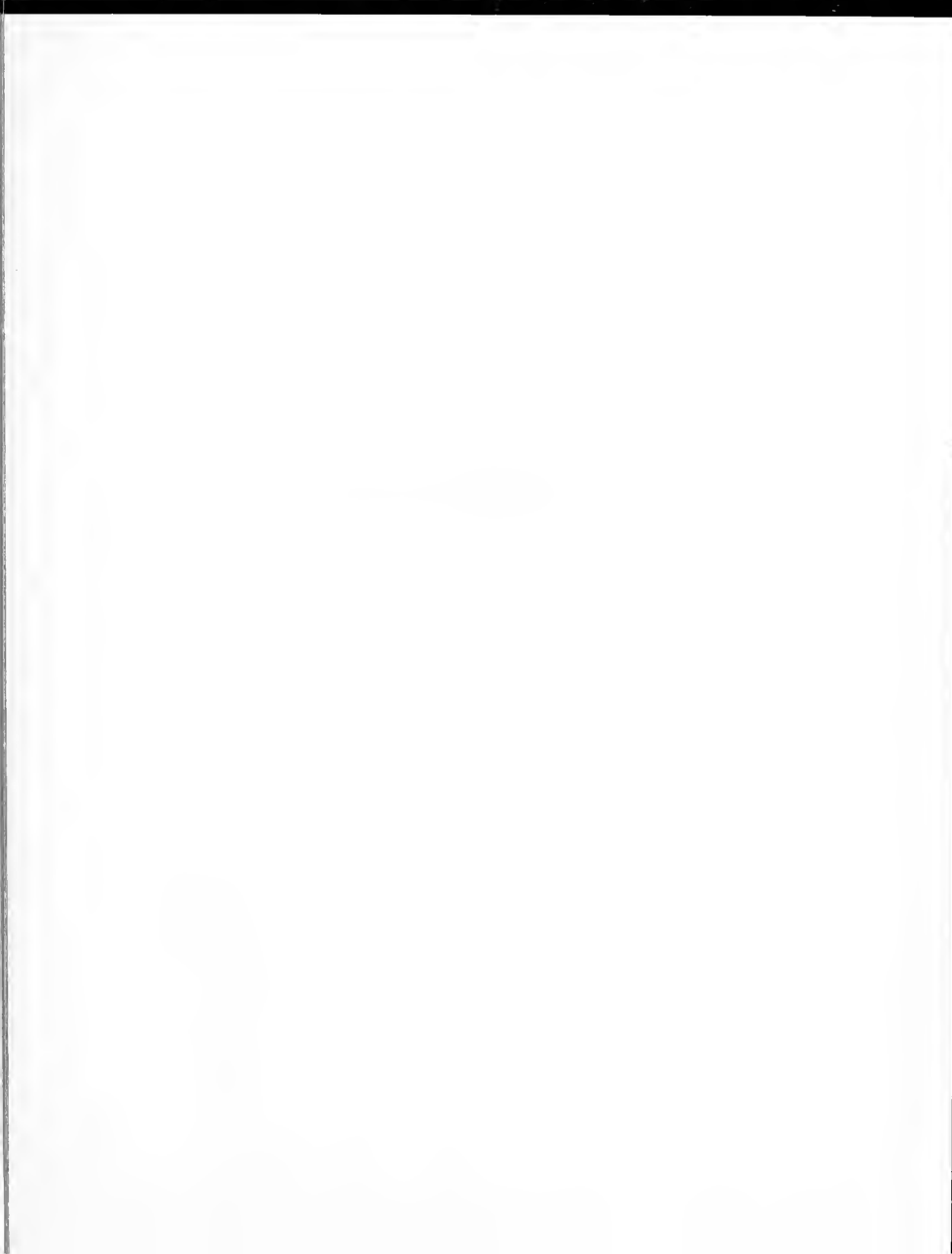
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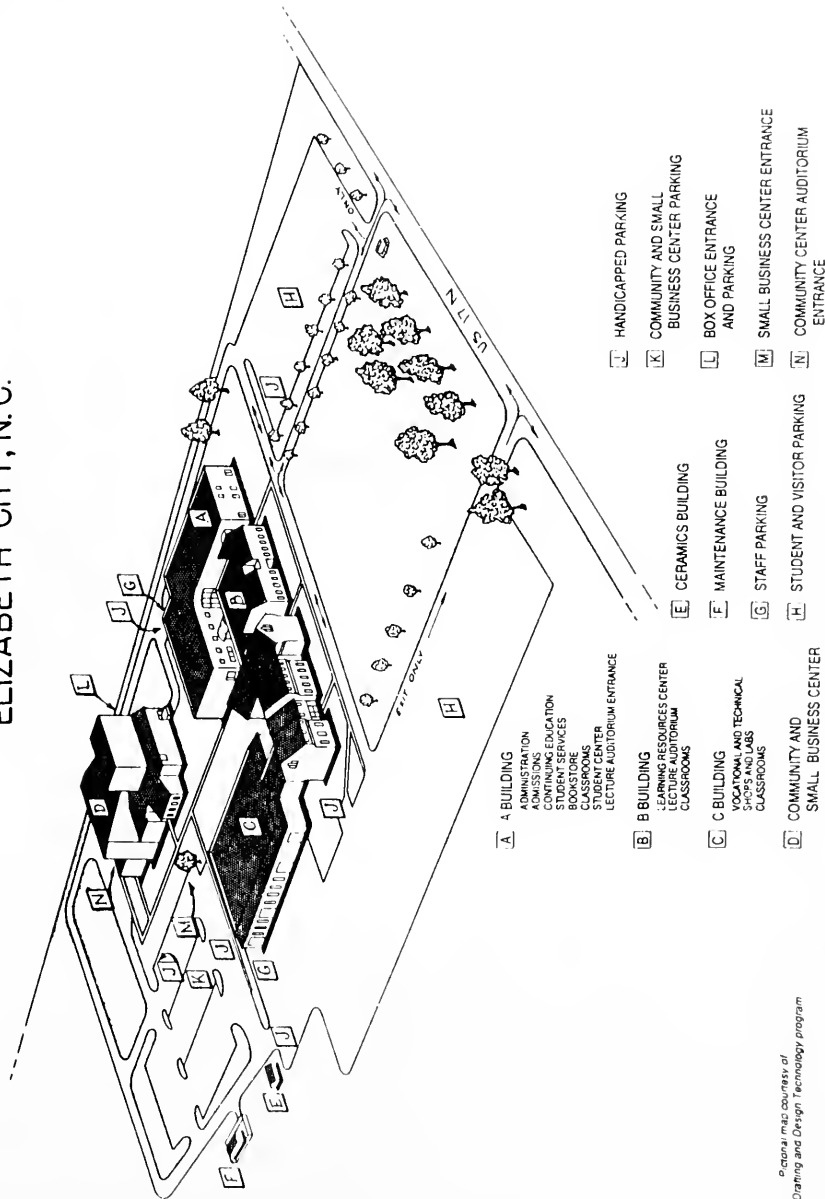






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